## **Human Resource Management - Time and Labor Distribution**

Welcome to the Enterprise Applications Due Diligence Survey! Your thoughtful response to this survey will help the Commonwealth to gather information to evaluate potential opportunities to reengineer and re-solution common processes in the Commonwealth. Your input and information is vital for this project's success. Your response is due in five business days. To produce the most successful response, please read these instructions thoroughly.

Please answer the survey questions as fully as possible using existing policies, procedures, systems, data and professional experience. If you cannot answer a question using these resources, you are not expected to go to unusual lengths or use untested methods to gather information. Simply indicate, where possible, that the information is not available.

If your response does not fit into the space available or you have other information that you would

like to provide, please contact Bob Haugh, Deputy Project Manager,

(William.haugh@vita.virginia.gov, 804/344-8790) for assistance.

If you cannot complete the survey in one sitting, you can save the work you have already entered. Pressing the "Next" button at the bottom of each page both moves you to the next page and autosaves each page as you complete it. Note that the survey page you are working on will not be saved until you click "Next," so you must click "Next" when you have finished the page if you have to stop and return later. When you re-enter the survey through your e-mail link, you will be returned to where you left off.

If data is not readily available or if you have to do some research to fully complete the survey, you can skip questions and come back to them. Please complete the survey to the best of your ability and press the "Submit" button to store your survey in the survey database. You can come back to your survey through your e-mail link and change your answers if the data becomes available. You are free to edit your submitted survey until we close the survey site. Please remember that every time you edit your survey after the first submission, you must press the "Submit" button again to record your changes. (Clicking the "Next" button will not auto-save pages when you are editing a previously submitted survey. Simply press "Submit" again.)

Thank you. We greatly appreciate your participation!

This document contains respondents between 1 and 36 inclusive.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
56 %
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
100
Highest Total
250
Month Highest Total Occurred
September

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
100 %
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
10 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please in	ndicate which of the followin	g you use	
shift differen	tials		
✓ on-call pay			
□ emergency p	pay		
✓ per diem			
special rates	3		
temporary pa	ay		
✓ military pay			
Other			
compensatory	time, overtime, location	differential	
	ncy manage time and labor	distribution at multiple work	clocations?
Yes			
O No			
9. If ves. please id	dentify what process each lo	ocation manages. Check al	I that apply.
	Local	Regional/Dist	Central
Time Collection	✓		<b>✓</b>
Time Entry			<u>~</u>
Labor Distribution	<b>✓</b>		✓
	ency have an alternative or cess your timekeeping files		reau, other agency) to
O Yes			
<ul><li>No</li></ul>			

11. If yes, please	identify the name and nature of the organ	nization.
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
14. Excluding CII the timekeeping	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
O Yes		
No		

	entries than the spac will contact you for m	ce provided, please r ore information.	nark "Follow U	p" to the following
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
such as Excel, Ac If you have more question and we	ccess, etc., used by y entries than the spac will contact you for m	our agency that sup ce provided, please r	ports this proc	
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would li	ke us to contact you	for more information	nloase ebeek	r follow up
Follow Up	ke us to contact you		, piease check	Tollow up.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please	decribe below.		
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

,	based on pay band. If contractor resources are currently used in this process, le their total FTE.
	contractor is not dedicated full time to this process, please add up the nployee time to reach an FTE total by pay band.
	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.1
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?
<ul><li>Yes</li></ul>	
O No	

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing,

21. If yes, please	list the tools.		
1.			
Automated time	ekeeping system		
2.			
3.			
4.			
5.			
22. Do any of the other systems or	time and labor distribution ր applications?	orocesses share data, man	ual or automated, with
O Yes			
No			
23. If yes, please frequency it is req	identify the process, whethe	er double data entry is requ	ired, and with what
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?
Yes
O No
25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?
Yes
O No
26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Seasonal hires	Applicant intake and recruitment, Payroll
2.		
3.		
4.		
5.		

distribution.
1.
Formal process for tracking time for non-exempt employees
2.
Process for documenting earned comp time and overtime
3.
Meets requirements for federal grants/projects
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
time and labor distribution.
time and labor distribution.  1.
1. Electronic timesheets
time and labor distribution.  1. Electronic timesheets 2.
1. Electronic timesheets 2. Automatic calculation of overtime/compensatory time
1. Electronic timesheets 2. Automatic calculation of overtime/compensatory time 3.
1. Electronic timesheets 2. Automatic calculation of overtime/compensatory time 3. More accountability for tracking work hours
1. Electronic timesheets 2. Automatic calculation of overtime/compensatory time 3. More accountability for tracking work hours

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Ability to track how hours are spent (i.e, travel to work site, actual time spent performing function
2.
Tracking 1500 hour limits for wage employees and automatically notify supervisor when employee has worked 1300
3.
Track leave usage by type and generate reports
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
Fair Labor Standards Act; Department of Human Resource Management (DHRM) Policies; Family Medical Leave Act; Uniformed Services Employment and Re- employment Rights Act
31. If you have any other concerns or comments about this functional area, please include them here.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
25
Highest Total
35
Month Highest Total Occurred
October 2004

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please in	ndicate which of the followin	g you use	
shift differen	tials		
on-call pay			
☐ emergency p	pay		
☐ per diem			
✓ special rates	3		
temporary pa	ay		
✓ military pay			
✓ bonuses			
Other			
compensatory	leave		
	ncy manage time and labor	distribution at multiple wor	k locations?
O Yes			
No			
O If you place is	dontificalisat process socialis	postion manages. Check of	Il that apply
9. If yes, please it	dentify what process each lo	-	
	Local	Regional/Dist	Central
Time Collection			
Time Entry			
Labor Distribution			
	ency have an alternative orgons your timekeeping files		reau, other agency) to
O Yes			
<ul><li>No</li></ul>			

11. If yes, please	identify the name and nature of the organ	nization.
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
14. Excluding CIF the timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
Yes		
O No		

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Kronos	Timekeeper Central	3.A	\$ 6,075
2.	Kronos	Accruals	3.A	\$ 2,250
3.	Kronos	Scheduling	3.A	\$ 2,700
4.	Kronos	Archiever	3.A	\$ 1,575
5.	Kronos	Cardsaver	3.A	\$ 1,575

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.	\$ 0	\$ 0	
2.	\$ 0	\$ 0	
3.	\$ 0	\$ 0	
4.	\$ 0	\$ 0	
5.	\$ 0	\$ 0	

<b>✓</b> F	ollow	Up
------------	-------	----

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.		
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.		
	FTE Count (include tenths)	
Band - 1		
Band - 2	3.9	
Band - 3	1.6	
Band - 4		
Band - 5		
Band - 6		
Band - 7		
Band - 8		
Band - 9		
Contracted Labor		
20. Do you know	of any time and labor distribution tools that you are currently not using that	
would make your		
Yes		
O No		

21. If yes, please	list the tools.		
1.			
Kronos Workfo	rce Central Suite		
2.			
3.			
4.			
5.			
22. Do any of the other systems or	time and labor distribution papplications?	processes share data, man	ual or automated, with
<ul><li>Yes</li></ul>			
O No			
23. If yes, please frequency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
	Process	Requires Double Entry	Frequency
1.	special pays	No	0
2.	overtime	No	0
3.	shift differential	No	0
4.			-
5.			
04.0		''I OIDDOO	
	ency systematically interfac	e with CIPPS?	
O Yes			
O No			

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?		
O Yes		
No		
26. If yes, please workload areas in	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the
	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		
27. Please list up distribution.	to five strengths of your current business	s processes for time and labor
1.		
Facilitates VSI	OP payroll processing	
2.		
Facilitates prod	cessing of exceptions, OT, shift diffe	erential, etc
3.		
saves considerable timekeeper effort; employees scan in/out		
4.		
automates leav	ve tracking & facilitates reporting to	staff
5.		
provides mana organization w	gement with staff coverage data; veith required staffing minimums	ery important in a 24/7

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Need to implement interface to CIPPS; turnover in staff has delayed implementation
2.
3.
4.
5.
29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
and labor distribution process.
<ul><li>and labor distribution process.</li><li>1.</li><li>the web based version of this product has desireable features but is cost prohibitive</li></ul>
and labor distribution process.  1.  the web based version of this product has desireable features but is cost prohibitive to us.
and labor distribution process.  1.  the web based version of this product has desireable features but is cost prohibitive to us.
1. the web based version of this product has desireable features but is cost prohibitive to us.  2.
1. the web based version of this product has desireable features but is cost prohibitive to us.  2.
1. the web based version of this product has desireable features but is cost prohibitive to us.  2
1. the web based version of this product has desireable features but is cost prohibitive to us.  2

31. If you have any other concerns or comments about this functional area, please include them sere.

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
84 %
Weekly
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
70
Highest Total
81
Month Highest Total Occurred
JAN 05

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
100 %
Weekly
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
3.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please i	ndicate which of the followir	ng you use	
shift differen	tials		
☐ on-call pay			
☐ emergency	pay		
☐ per diem			
☐ special rates	3		
☐ temporary p	ay		
☐ military pay			
Other			
	ency manage time and labor	distribution at multiple work	( locations?
O Yes			
No			
9. If yes, please i	dentify what process each lo	ocation manages. Check al	l that apply.
	Local	Regional/Dist	Central
Time Collection			
Time Entry			
Labor Distribution			
	gency have an alternative or cess your timekeeping files		eau, other agency) to
O Yes			
No			

11.	ii yes, piease	identity the name and nature of the organ	ilzauori.
	Does your Agencies?	ency maintain or process timekeeping or	labor distribution data for other state
•	Yes		
0	No		
13.	If yes, please	list Agency and service fee.	
		Agency	Service Fee
	1.	commonwealth center for children & adolescents	\$ 0
	2.		
	3.		
	4.		
	5.		
		PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
•	Yes		
0	No		

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	KRONOS		4.3.3	\$ 21,056
2.	ACCESS			
3.	EXCEL			
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2			
	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.		\$ 0	\$ 0
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

	de their total FTE.	
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.		
	FTE Count (include tenths)	
Band - 1		
Band - 2		
Band - 3	2.5	
Band - 4	.5	
Band - 5		
Band - 6		
Band - 7		
Band - 8		
Band - 9		
Contracted Labor		
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?	
O Yes		
No		

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

21. If yes, pleas	e list the tools.		
1.			
2.			
3.			
4.			
т.			
5.			
	e time and labor distribution	processes share data, man	ual or automated, with
other eveteme	r applications?		
other systems o			
O Yes			
O Yes			
O Yes  No	e identify the process, wheth	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, pleas	e identify the process, wheth	er double data entry is requ Requires Double Entry	ired, and with what  Frequency
O Yes O No  23. If yes, pleas frequency it is re	e identify the process, whethequired.		
O Yes O No  23. If yes, pleas frequency it is re	e identify the process, whethequired.  Process		
O Yes O No  23. If yes, please frequency it is re	e identify the process, whethequired.  Process		
O Yes O No  23. If yes, please frequency it is re	e identify the process, whethe equired.  Process .		
O Yes O No  23. If yes, pleas frequency it is re	e identify the process, whethe equired.  Process .		

24.	Does your Ag	ency systematically interface with CIPPS	?
0	Yes		
•	No		
	Does your Ag labor distribu	gency have any seasonal activities that signition?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas ir	list the seasonal activities, such as summ mpacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.		
	2.		
	3.		
	4.		
	5.		

distribution.
1.
Centralized timekeeping
2.
Access Database
3.
Cross training
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
1. Ability to lock out all users
Ability to lock out all users
Ability to lock out all users 2.
Ability to lock out all users  2.  Ability to change prior data only with approved security - lock once certified
Ability to lock out all users  2.  Ability to change prior data only with approved security - lock once certified  3.
Ability to lock out all users  2.  Ability to change prior data only with approved security - lock once certified  3.  Archive data weekly and/or payperiod
Ability to lock out all users  2.  Ability to change prior data only with approved security - lock once certified  3.  Archive data weekly and/or payperiod

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
See above
2.
3.
4.
r
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
NONE
31. If you have any other concerns or comments about this functional area, please include them here.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
37 %
Bi-weekly
48 %
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
1
Highest Total
1
Month Highest Total Occurred
only 1 in the past five years

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
100 %
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
100 /0
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you
collect time for?
1.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please i	ndicate which of the following	ng you use	
☐ shift differen	tials		
on-call pay			
☐ emergency	pay		
☐ per diem			
☐ special rates	5		
✓ temporary p	ay		
☐ military pay			
bonuses			
Other			
acting pay			
	ency manage time and labor	r distribution at multiple wor	k locations?
O Yes			
No			
O If you places i	dentify what process each l	osstian managas. Chask s	Il that apply
9. II yes, please I	dentify what process each l		
	Local	Regional/Dist	Central
Time Collection			
Time Entry			
Labor Distribution			
	gency have an alternative or cess your timekeeping files		reau, other agency) to
O Yes			
No			

11. If yes, please	dentity the name and nature of the organ	nization.
12. Does your Acagencies?	gency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
O Yes		
No		

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
such as Excel, Ac If you have more question and we	ccess, etc., used by y entries than the spac will contact you for m	our agency that sup ce provided, please r	ports this proc	
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would li	ke us to contact you	for more information	nloase ebeek	r follow up
Follow Up	ke us to contact you		, piease check	Tollow up.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems oplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
	If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.		
	FTE Count (include tenths)		
Band - 1			
Band - 2	.4		
Band - 3			
Band - 4			
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know	of any time and labor distribution tools that you are currently not using that		
would make your			
O Yes			
No			

21. l	f yes, please	list the tools.		
1.				
2.				
3.				
4.				
5.				
O.				
		time and labor distribution papplications?	processes share data, man	ual or automated, with
0	Yes			
•	No			
	f yes, please uency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
	5.			

24.	Does your Ag	ency systematically interface with CIPPS	?
0	Yes		
•	No		
	Does your Ag labor distribu	ency have any seasonal activities that sig tion?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas in	list the seasonal activities, such as summ npacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.		
	2.		
	3.		
	4.		
	5		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Agency has a solid tracking system of an employees time and attendance
2.
able to have contact with employee if there are questions for need corrections
3.
data available to audit for trends
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
1.
1. 
2.
2.
2.
2.         3.
2.         3.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
2.
3.
4.
¬.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest
total in the past 12 months and in which month?
Current Total
78
Highest Total
78
Month Highest Total Occurred
78

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
100 %
Weekly
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please in	ndicate which of the followin	g you use	
shift different	tials		
on-call pay			
☐ emergency p	pay		
per diem			
☐ special rates			
temporary pa	ay		
☐ military pay			
Other			
	ncy manage time and labor	distribution at multiple work	c locations?
Yes			
O No			
9. If yes, please id	dentify what process each lo	ocation manages. Check al	I that apply.
	Local	Regional/Dist	Central
Time Collection	✓		
Time Entry	✓		
Labor Distribution	<b>~</b>		
	ency have an alternative or cess your timekeeping files		eau, other agency) to
O Yes			
<ul><li>No</li></ul>			

	Does your Ag encies?	ency maintain or process timekeeping or	labor distribution data for other state
•	Yes		
0	No		
13.	If yes, please	list Agency and service fee.	
		Agency	Service Fee
	1.	Central State Hospital	\$ 0
	2.	Hiram Davis Medical Center	\$ 0
	3.	Virginia Center for Behavioral Rehabilitation	\$ 0
	4.		
	5.		
		PPS, does your Agency utilize any applica and labor distribution processes?	itions or systems to manage any part of
•	Yes		
0	No		

11. If yes, please identify the name and nature of the organization.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	KRONOS	Workforce Timekeeper	4.3	\$ 48,000
2.				
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2			
	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.	\$ 3,000	\$ 0	\$ 0
2.			
3.			
4.			
5.			

16. I	f you would like us to contact you for more information, please check follow up.
<b>✓</b>	Follow Up

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

	FTE Count (include tenths)
Band - 1	
Band - 2	8.6
Band - 3	
Band - 4	1.0
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	
D. Do you know ould make your  Yes  No	of any time and labor distribution tools that you are currently not using that life easier?
) INO	

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

21. If yes, please	list the tools.		
1.			
Kronos Conne	ct		
2.			
3.			
<b>.</b>			
4			
4.			
5.			
22. Do any of the other systems or	time and labor distribution լ applications?	processes share data, man	ual or automated, with
O Yes			
<ul><li>No</li></ul>			
23. If yes, please frequency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
		er double data entry is requ Requires Double Entry	ired, and with what  Frequency
	quired.		
frequency it is rec	quired.		
frequency it is red	quired.		
frequency it is red  1. 2.	quired.		

24.	Does your Ag	ency systematically interface with CIPPS	?
0	Yes		
•	No		
	Does your Ag labor distribu	gency have any seasonal activities that signition?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas ir	list the seasonal activities, such as summ mpacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.		
	2.		
	3.		
	4.		
	5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Automatic calculation of shift differential and overtime
2.
Automated leave tracking system
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for
time and labor distribution.
time and labor distribution.  1.
1.
1. KRONOS and CIPPS interface
1. KRONOS and CIPPS interface 2.
1.  KRONOS and CIPPS interface 2.  KRONOS and FMS II interface
1.  KRONOS and CIPPS interface 2.  KRONOS and FMS II interface
1. KRONOS and CIPPS interface 2. KRONOS and FMS II interface 3.
1. KRONOS and CIPPS interface 2. KRONOS and FMS II interface 3.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Intergrated with Human Resourses as well as CIPPS
2.
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
None
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
46 %
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
78
Highest Total
78
Month Highest Total Occurred
March

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
86.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please in	ndicate which of the followin	ng you use	
shift differen	tials		
on-call pay			
□ emergency p	pay		
☐ per diem			
☐ special rates	3		
temporary pa	ay		
☐ military pay			
□ bonuses			
Other			
	ncy manage time and labor	distribution at multiple work	clocations?
Yes			
O No			
9 If ves please id	dentify what process each lo	ocation manages. Check al	I that apply
o. II you, picaco it	Local	Regional/Dist	Central
Time Calle ation	Local	-	
Time Collection		<b>✓</b>	<b>✓</b>
Time Entry			<b>✓</b>
Labor Distribution			✓
	ency have an alternative or cess your timekeeping files		reau, other agency) to
O Yes			
<ul><li>No</li></ul>			

11. If yes, please	identify the name and nature of the organ	nization.
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
Yes		
O No		

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Excel			
2.				
3.				
4.				
5.				
such as Excel, Ac If you have more	15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.  Matrix: part 2 of 2			
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would like us to contact you for more information, please check follow up.				
☐ Follow Up				

	Do any of your time and labor distribution application or systems interface with other systems oplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

	please also provide their total FTE.		
	contractor is not dedicated full time to this process, please add up the mployee time to reach an FTE total by pay band.		
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3			
Band - 4	3.0		
Band - 5	1.0		
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?		
O Yes			
<ul><li>No</li></ul>			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

21. l	f yes, please	list the tools.		
1.				
2.				
3.				
4.				
5.				
O.				
		time and labor distribution papplications?	processes share data, man	ual or automated, with
0	Yes			
•	No			
	f yes, please uency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
	5.			

24.	Does your Ag	ency systematically interface with CIPPS	?
•	Yes		
0	No		
	Does your Ag I labor distribu	ency have any seasonal activities that sig tion?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas ir	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.		
	2.		
	3.		
	4.		
	5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Easy to use.
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
2.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
2.
3.
4
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
DI-Weekiy
Semi-monthly
,
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
9
Highest Total
10
Month Highest Total Occurred
March

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
6.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please indicate which of the following you use							
☐ shift differen	shift differentials						
☐ on-call pay	on-call pay						
☐ emergency	emergency pay						
☐ per diem	per diem						
☐ special rates	special rates						
☐ temporary p	ay						
☐ military pay							
bonuses							
Other							
hourly rates							
	ency manage time and labor	distribution at multiple wor	k locations?				
O Yes							
● No	<ul><li>No</li></ul>						
0 If yes please i	dentify what process each l	postion manages. Check a	Il that apply				
9. II yes, piease i	dentify what process each lo						
	Local	Regional/Dist	Central				
Time Collection							
Time Entry							
Labor Distribution							
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?							
O Yes							
No							

Tr. II yes, please identity the name and nature of the organization.						
12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?						
0	Yes					
•	No					
13.	If yes, please	list Agency and service fee.				
		Agency	Service Fee			
	1.					
	2.					
	3.					
	4.					
	5.					
14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?						
0	Yes					
•	No					

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.								
Matrix: part 1 of 2								
	Application/System Name	Module (if applicable)	Version	Maintenance Fees				
1.								
2.								
3.								
4.								
5.								
15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.								
Matrix: part 2 of 2								
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?				
1.								
2.								
3.								
4.								
5.								
16. If you would like us to contact you for more information, please check follow up.								
Follow Up								

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

17. Do any of your time and labor distribution application or systems interface with other systems or applications?			
•	Yes		
0	No		

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.	Internal Financial Systems	CO/Finance, facilities, local govt. (CSBs)	0
2.			
3.			
4.			
5.			

salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3	3.0		
Band - 4			
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know would make your  O Yes	of any time and labor distribution tools that you are currently not using that life easier?		
<ul><li>No</li></ul>			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

21. If yes, please	list the tools.		
1.			
2.			
3.			
4.			
5.			
22. Do any of the other systems or		processes share data, man	ual or automated, with
Yes			
O No			
23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.			
	Process	Requires Double Entry	Frequency
1.	Reimbursement reporting in Fiscal - not within HR	No	0
2.			
3.			
4.			
5.			

24.	Does your Ag	ency systematically interface with CIPPS	?
•	Yes		
0	No		
	Does your Ag I labor distribu	ency have any seasonal activities that significant	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please rkload areas ir	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.		
	1. 2.		
	2.		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
less than 1 FTE in HR for all employee time/labor processes
2.
Clear processes & practices in place
3.
Good audit reviews
4.
Training minimal - only with new employees
5.
Approx. 3 FTEs in Central Office involved in time/labor processes

time and labor distribution.				
1.				
Work of timekeepers in process of further automating				
2.				
3.				
4.				
5.				

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.			
1.			
minimal human input			
2.			
3.			
4.			
5.			
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.			
No			
31. If you have any other concerns or comments about this functional area, please include them			

31. If you have any other concerns or comments about this functional area, please include them here.

System is flexible so frequency of input/updates associated with numbers 13 & 17 vary with time information is received. I do not think there are fixed/scheduled input times/updates.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by

Daily
%
Weekly
%
Bi-weekly
%
Semi-monthly
100 %
Monthly
%
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest
total in the past 12 months and in which month?
total in the past 12 months and in which month?  Current Total
total in the past 12 months and in which month?
total in the past 12 months and in which month?  Current Total
total in the past 12 months and in which month?  Current Total  21
total in the past 12 months and in which month?  Current Total  21  Highest Total
total in the past 12 months and in which month?  Current Total  21  Highest Total  56

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
%
Weekly
%
Bi-weekly
%
Semi-monthly
100 %
Monthly
%
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
O Yes
● No

7. If yes, please indicate which of the following you use				
shift differen	□ shift differentials			
on-call pay	□ on-call pay			
□ emergency p	pay			
☐ per diem				
☐ special rates	3			
☐ temporary pa	ay			
☐ military pay				
bonuses				
Other				
	ncy manage time and labor	distribution at multiple wor	k locations?	
O Yes				
● No				
0.15	lea ('fear leaf arrange). I	Charles Charles	II de a Carra La	
9. If yes, please in	dentify what process each lo	ocation manages. Check a	ıl tnat apply.	
	Local	Regional/Dist	Central	
Time Collection				
Time Entry				
Labor Distribution				
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?				
O Yes				
No				

11. If yes, please identify the name and nature of the organization.			
12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?			
•	Yes		
0	No		
13. If yes, please list Agency and service fee.			
		Agency	Service Fee
	1.	Lt Governor,Governor,Sec/Commonwealth,Sec/ Administration,Sec/Natural Resources,Sec/Education	\$ 0
	2.	Sec/Technology,Sec/Transportation,Sec/Public Safety,Sce/Hlth/Hum Resources,Sec/Finance	\$ 0
	3.	Sec/Commerce/Trade,Sec/Agriculture-	\$ 0

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?					
0	Yes				
•	No				

\$0

\$0

Va Racing Commission, Va Liaison Office

5.

Substance Abuse

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance Fees	
1.					
2.					
3.					
4.					
5.					
15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.  Matrix: part 2 of 2					
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?	
1.					
2.					
3.					
4.					
5.					
16. If you would like us to contact you for more information, please check follow up.  Follow Up					

17. Do any of your time and labor distribution application or systems interface with other systems or applications?				
0	Yes			
•	No			

18. If yes, please decribe below.				
	Data Reported	Recipient	Frequency	
1.				
2.				
3.				
4.				
5.				

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.					
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.					
	FTE Count (include tenths)				
Band - 1					
Band - 2					
Band - 3					
Band - 4					
Band - 5					
Band - 6					
Band - 7					
Band - 8	1.0				
Band - 9	Band - 9				
Contracted Labor					
20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?					
O Yes					
<ul><li>No</li></ul>					

21. If yes, pleas	e list the tools.			
1.				
2.				
2			•••••	
3.				
4.				
5.				
22. Do any of the other systems of	e time and labor distribution or applications?	processes share data, man	ual or automated, with	
O Yes				
No				
23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.				
	Process	Requires Double Entry	Frequency	
1				
2	2.			
9	3.			
4	l.			

24. Does your Agency systematically interface with CIPPS?					
•	<ul><li>Yes</li></ul>				
0	No				
	Does your Ag labor distribu	ency have any seasonal activities that signification?	gnificantly impact your workload in time		
0	Yes				
•	No				
	lf yes, please kload areas ir	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the		
			ner hires, snow removal, etc., and the  Workload Area Impacted		
		mpacted.			
	kload areas ir	mpacted.			
	kload areas ir	mpacted.			
	kload areas in 1. 2.	mpacted.			

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
n/a
2.
n/a
3.
n/a
4.
n/a
5.
n/a
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
n/a
2.
n/a
3.
n/a
4.
n/a
5.
n/a

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
n/a
2.
n/a
3.
n/a
4.
n/a
5.
n/a
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
n/a
31. If you have any other concerns or comments about this functional area, please include them here.
n/a

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
18 %
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
98
Highest Total
98
Month Highest Total Occurred
March 2005

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
41 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please indicate which of the following you use						
☐ shift differen	shift differentials					
on-call pay	□ on-call pay					
☐ emergency p	pay					
☐ per diem						
special rates	3					
temporary pa	ay					
Other						
	ncy manage time and labor	distribution at multiple work	c locations?			
Yes						
O No						
O If was places in		andian managas Charles	I that annuly			
9. If yes, please in	entify what process each i	ocation manages. Check al	і тпат арріу.			
	Local	Regional/Dist	Central			
Time Collection	✓					
Time Entry	Time Entry					
Labor Distribution						
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?						
<ul><li>Yes</li></ul>						
O No						

12. Does your Agencies?	gency maintain or process timekeeping or	labor distribution data for other state
O Yes		
<ul><li>No</li></ul>		
13. If yes, please	e list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
O Yes		
No		

Payroll Service Bureau - DOA

11. If yes, please identify the name and nature of the organization.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance Fees	
1.					
2.					
3.					
4.					
5.					
such as Excel, Ac If you have more	cess, etc., used by y	our agency that suppee provided, please n	ports this prod		
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?	
1.					
2.					
3.					
4.					
5.					
16. If you would like us to contact you for more information, please check follow up.					
☐ Follow Up					

17. Do any of your time and labor distribution application or systems interface with other systems or applications?				
0	Yes			
•	No			

18. If yes, please decribe below.				
	Data Reported	Recipient	Frequency	
1.				
2.				
3.				
4.				
5.				

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
	FTE Count (include tenths)			
Band - 1				
Band - 2				
Band - 3				
Band - 4				
Band - 5				
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?				
O Yes				
No				

21. If yes, please	list the tools.		
1.			
2.			
3.			
<b>O</b> .			
4.			
5.			
00 Da	Almon and Indian distribution of		
22. Do any of the other systems or	time and labor distribution papplications?	processes share data, man	ual or automated, with
		orocesses share data, man	ual or automated, with
other systems or		orocesses share data, man	ual or automated, with
other systems or  O Yes		processes share data, man	ual or automated, with
<ul><li>other systems or</li><li>Yes</li><li>No</li></ul>	applications?		
<ul><li>other systems or</li><li>Yes</li><li>No</li></ul>	applications?  identify the process, whether		
<ul><li>other systems or</li><li>Yes</li><li>No</li><li>No</li></ul> 23. If yes, please	applications?  identify the process, whether		
<ul><li>other systems or</li><li>Yes</li><li>No</li><li>No</li></ul> 23. If yes, please	identify the process, whethe	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstant.	identify the process, whethe	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed in the second of the seco	identify the process, whethe	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed as a second	identify the process, whethe	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed in the second of the seco	identify the process, whethe	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed as a second	identify the process, whethe	er double data entry is requ	ired, and with what

		lency systematically interface with CIPPS		
•	Yes			
0	No			
	Does your Ag l labor distribu	ency have any seasonal activities that significant significant in the second section is the second s	gnificantly impact your workload in time	
0	Yes			
•	No			
	If yes, please kload areas ir	list the seasonal activities, such as sumn	ner hires, snow removal, etc., and the	
			ner hires, snow removal, etc., and the  Workload Area Impacted	
		mpacted.		
	kload areas ir	mpacted.		
	kload areas ir	mpacted.		
	kload areas in 1. 2.	mpacted.		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Consistent, well documented centrally
2.
DOA staff is cooperative and knowledgeable
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
time and labor distribution.
time and labor distribution.  1.
1.  Better training and oversight of decentralized processes
<ul><li>time and labor distribution.</li><li>1.</li><li>Better training and oversight of decentralized processes</li><li>2.</li></ul>
1. Better training and oversight of decentralized processes 2. More information from DOA when potential problems surface
1. Better training and oversight of decentralized processes 2. More information from DOA when potential problems surface 3.
1. Better training and oversight of decentralized processes 2. More information from DOA when potential problems surface 3. More reporting/information capabilities
time and labor distribution.  1.  Better training and oversight of decentralized processes  2.  More information from DOA when potential problems surface  3.  More reporting/information capabilities  4.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Current, adequate management reporting
2.
thorough training of all involved
3.
Accountability for decentralized processes
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
no
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
26 %
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
41
Highest Total
50
Month Highest Total Occurred
December

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
10 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please indicate which of the following you use						
shift differentials						
on-call pay						
□ emergency p	☐ emergency pay					
per diem	per diem					
☐ special rates	special rates					
temporary pa	temporary pay					
☐ military pay	military pay					
bonuses						
Other						
	ncy manage time and labor	distribution at multiple work	clocations?			
O Yes						
No						
9. If ves. please id	dentify what process each lo	ocation manages. Check al	I that apply.			
or in you, product it	Local	Regional/Dist	Central			
Time Collection						
	Time Entry					
Labor Distribution						
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?						
Yes						
O No						

	Does your Agencies?	ency maintain or process timekeeping or	labor distribution data for other state
0	Yes		
0	No		
13.	If yes, please	list Agency and service fee.	
		Agency	Service Fee
	1.		
	2.		
	3.		
	4.		
	5.		
14. the	Excluding CIF timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
0	Yes		
•	No		

Department of Accounts Payroll Services Bureau

11. If yes, please identify the name and nature of the organization.

	entries than the spac will contact you for m	ce provided, please r ore information.	nark "Follow U	lp" to the following
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
such as Excel, Ac If you have more question and we	ccess, etc., used by y entries than the spac will contact you for m	our agency that sup ce provided, please r	ports this proc	
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would li	ke us to contact you	for more information	nloase ebeek	r follow up
Follow Up	ke us to contact you		, piease check	Nonow up.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

please also provide their total FTE.			
	contractor is not dedicated full time to this process, please add up the nployee time to reach an FTE total by pay band.		
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3			
Band - 4	.1		
Band - 5	.1		
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor	.3		
00 D			
would make your	of any time and labor distribution tools that you are currently not using that life easier?		
O Yes			
No			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

21.	If yes, please	list the tools.			
1.					
2.					
3.					
4.					
5.					
0.					
•••••					
	Do any of the	time and labor d	lietribution r	processes share data, man	ual or automated with
	er systems or			orocesses share data, man	ual of automateu, with
				orocesses snare data, man	ual Of automateu, with
oth	er systems or		ilouribution (	Jiocesses shale data, man	ual Of automateu, with
oth	er systems or Yes			Jiocesses shale data, man	ual Of automateu, with
othe	er systems or Yes No	applications?		er double data entry is requ	
othe	Yes No  If yes, please	applications?	ess, whethe		
othe	Yes No  If yes, please	applications? identify the proc	ess, whethe	er double data entry is requ	ired, and with what
othe	Yes No  If yes, please quency it is rec	applications? identify the proc	ess, whethe	er double data entry is requ	ired, and with what
othe	er systems or Yes No  If yes, please quency it is reconstant.	applications? identify the proc	ess, whethe	er double data entry is requ	ired, and with what
othe	Yes No  If yes, please quency it is reconst.	applications? identify the proc	ess, whethe	er double data entry is requ	ired, and with what
othe	er systems or Yes No  If yes, please quency it is reconstant.  1. 2. 3.	applications? identify the proc	ess, whethe	er double data entry is requ	ired, and with what

	Does your Ay	ency systematically interface with CIPPS	•				
0	Yes						
•	No						
	Does your Ag labor distribu	ency have any seasonal activities that sign	gnificantly impact your workload in time				
0	Yes						
•	No						
26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.							
			ner hires, snow removal, etc., and the				
			ner hires, snow removal, etc., and the  Workload Area Impacted				
		npacted.					
	kload areas in	npacted.					
	kload areas in	npacted.					
	kload areas in 1. 2.	npacted.					

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Clear and concise reporting
2.
Consistency in data gathering
3.
Segregation of duties for audit purposes
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Ability for the agency to input data would increase efficiency
2.
Eliminate redundancy in data entry
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Online reporting and data entry for non-exempt and wage information
2.
Edit features to allow for recording overtime hours and data manipulation
3.
System interface with payroll to allow for recording of hourly wages by cost center
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by

frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
%
Weekly
12 %
Bi-weekly
%
Semi-monthly
%
Monthly
%
%
%  2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?  Current Total
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?  Current Total  3
<ul> <li>2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?</li> <li>Current Total</li> <li>Highest Total</li> </ul>
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?  Current Total  Highest Total

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
%
Weekly
100 %
Bi-weekly
%
Semi-monthly
%
Monthly
%
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please indicate which of the following you use					
shift differentials					
on-call pay	□ on-call pay				
☐ emergency p	ay				
per diem					
☐ special rates					
temporary pa	ay				
☐ military pay					
bonuses					
Other					
regular rates of	pay for non-exempt em	nployees			
	ncy manage time and labor	distribution at multiple worl	k locations?		
O Yes					
No					
9. If yes, please ic	lentify what process each lo	ocation manages. Check a	ll that apply.		
	Local	Regional/Dist	Central		
Time Collection					
Time Entry					
Labor Distribution					
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?					
O Yes					
No					

11. If yes, please identify the name and nature of the organization.				
12. Does your Ag agencies?	ency maintain or process timekeeping or	labor distribution data for other state		
O Yes				
No				
13. If yes, please	list Agency and service fee.			
	Agency	Service Fee		
1.				
2.				
3.				
4.				
5.				
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of		
O Yes				
No				

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
such as Excel, Ac If you have more question and we	ccess, etc., used by y entries than the spac will contact you for m	our agency that sup ce provided, please r	ports this proc	
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would li	ke us to contact you	for more information	nloase ebeek	r follow up
Follow Up	16. If you would like us to contact you for more information, please check follow up.			

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems oplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3	.1		
Band - 4			
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?		
O Yes			
No			

21. l	f yes, please	list the tools.		
1.				
2.				
3.				
4.				
5.				
O.				
		time and labor distribution papplications?	processes share data, man	ual or automated, with
0	Yes			
•	No			
	f yes, please uency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
	5.			

24. Does your A	gency systematically interface with CIPPS	?			
O Yes					
No					
25. Does your A and labor distrib	gency have any seasonal activities that sigution?	gnificantly impact your workload in time			
O Yes					
No					
26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.					
	Activity	Workload Area Impacted			
1					
2					
3					
4					
5					

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
No duplication of keying
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Onlilne transmission of data to Dept. of Accounts
2.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Automated processes
2.
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
No
31. If you have any other concerns or comments about this functional area, please include them here.
No

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
50 %
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
169
Highest Total
204
Month Highest Total Occurred
September, 04

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
O Yes
No

7. If yes, please indicate which of the following you use					
☐ shift different	□ shift differentials				
on-call pay					
□ emergency p	pay				
per diem					
☐ special rates					
temporary pa	ау				
☐ military pay					
bonuses					
Other					
	ncy manage time and labor	distribution at multiple work	clocations?		
Yes					
O No					
9. If ves. please id	dentify what process each lo	ocation manages. Check al	I that apply		
orm you, process.	Local	Regional/Dist	Central		
Time Collection	<b>∠</b>				
Time Entry			<b>✓</b>		
Labor Distribution					
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?					
O Yes	O Yes				
<ul><li>No</li></ul>					

11. If yes, please identify the name and nature of the organization.		
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
O Yes		
No		

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
such as Excel, Ac If you have more question and we	ccess, etc., used by y entries than the spac will contact you for m	our agency that sup ce provided, please r	ports this proc	
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would like us to contact you for more information, please check follow up.				
Follow Up	ke us to contact you		, piease check	Tollow up.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.				
	Data Reported	Recipient	Frequency	
1.				
2.				
3.				
4.				
5.				

please also provid	please also provide their total FTE.		
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1	1.0		
Band - 2	.0		
Band - 3	.0		
Band - 4	.0		
Band - 5	1.0		
Band - 6	.0		
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know o would make your	of any time and labor distribution tools that you are currently not using that life easier?		
O Yes			
No			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

salaried or wage, based on pay band. If contractor resources are currently used in this process,

21. l	f yes, please	list the tools.			
1.					
2.					
3.					
4.					
5.					
O.					
	22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?				
0	Yes				
•	No				
23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.					
		Process	Requires Double Entry	Frequency	
	1.				
	2.				
	3.				
	4.				
	5.				
	5.				

24.	24. Does your Agency systematically interface with CIPPS?					
0	Yes					
•	No					
	Does your Ag labor distribu	ency have any seasonal activities that sig tion?	gnificantly impact your workload in time			
•	Yes					
0	No					
	6. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the vorkload areas impacted.					
		Activity	Workload Area Impacted			
	1.	Summer Hires	Applicant tracking, processing and pay			

2.

3.

4.

5.

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Runs Smoothly
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
None
2.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
None
2.
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
no
31. If you have any other concerns or comments about this functional area, please include them here.
none

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
100 %
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
62
Highest Total
62
Month Highest Total Occurred
March 2005

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please indicate which of the following you use					
✓ on-call p	✓ on-call pay				
□ emerger	cy pay				
per diem					
special r	ates				
temporal     temporal	y pay				
✓ military p	ay				
Other					
non-state pa	ay				
-	Agency manage time and labo	r distribution at multiple work	clocations?		
O Yes					
No					
0 If yes place	so identify what process each	location manages. Check of	I that apply		
a. II yes, piea	se identify what process each				
	Local	Regional/Dist	Central		
Time Collec	ion				
Time Entry					
Labor Distribution					
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?					
Yes					
O No	O No				

DOA's payroll service bureau						
	Does your Agencies?	gency maintain or process timekeeping or	labor distribution data for other state			
0	Yes					
•	No					
13.	If yes, please	list Agency and service fee.				
		Agency	Service Fee			
	1.					
	2.					
	3.					
	4.					
	5.					
14. the	Excluding CIF timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of			
•	Yes					
0	No					

11. If yes, please identify the name and nature of the organization.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Web based/Time reporting	NA	NA	\$ 0
2.	MACS In House T&M Billing			
3.	Time Scope			
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2				
	Employee Training Costs	Contractor Support Costs	Why was the system selected?	
1.			\$0	
2.				
3.				
4.				
5.				

16. If you would like us to contact you for more information, please check follow up.		
☐ Follow Up		

17. Do any of your time and labor distribution application or systems interface with other systems or applications?		
•	Yes	
0	No	

18. If yes, please decribe below.				
	Data Reported	Recipient	Frequency	
1.	Time/project reporting in hours	Management - via the agency dashboard	0	
2.	Time & Materials	Billing System	0	
3.				
4.				
5.				

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
	FTE Count (include tenths)			
Band - 1				
Band - 2				
Band - 3				
Band - 4	.4			
Band - 5				
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
20. Do you know	of any time and labor distribution tools that you are currently not using that			
would make your				
Yes				
O No				

21. If yes, please	list the tools.			
1.				
See previously	reported HR systems			
2.				
3.				
4.				
5.				
22. Do any of the other systems or	time and labor distribution papplications?	processes share data, man	ual or automated, with	
Yes				
O No				
23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.				
	Process	Requires Double Entry	Frequency	
1.	Time/project reporting	No	0	
2.	Billing	Yes	0	
3.				
4.				
5				

	Dood you. Ag	lency systematically interface with CIPPS	·
•	Yes		
0	No		
	Does your Ag labor distribu	ency have any seasonal activities that significant	gnificantly impact your workload in time
0	Yes		
•	No		
	lf yes, please kload areas ir	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the
			ner hires, snow removal, etc., and the  Workload Area Impacted
		mpacted.	
	kload areas ir	mpacted.	
	kload areas ir	mpacted.	
	kload areas in 1. 2.	mpacted.	

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Use of the payroll service bureau for leave processing
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for
time and labor distribution.
time and labor distribution.
time and labor distribution.  1.
1. Find a system that is fully automated
time and labor distribution.  1. Find a system that is fully automated 2.
1. Find a system that is fully automated 2. Easy interface to time and materials billing
1. Find a system that is fully automated 2. Easy interface to time and materials billing 3.
1. Find a system that is fully automated 2. Easy interface to time and materials billing 3. Interface to IT investment cost tracking
1. Find a system that is fully automated 2. Easy interface to time and materials billing 3. Interface to IT investment cost tracking

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Ability to produce ad-hoc reports
2.
Need a fully integrated system, with no double keying
3.
Reduce the types of leave - too many right now
4.
Tied to project management and billing systems
5.

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

State leave policies

31. If you have any other concerns or comments about this functional area, please include them here.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
14 %
Bi-weekly
Semi-monthly
1 %
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
5
Highest Total
9
Month Highest Total Occurred
July 2004

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please in	ndicate which of the followir	ng you use	
shift different	tials		
☐ on-call pay			
□ emergency p	pay		
per diem			
☐ special rates			
☐ temporary pa	ay		
☐ military pay			
bonuses			
Other			
Grant allocation	ו		
	ncy manage time and labor	distribution at multiple work	k locations?
Yes			
O No			
O If you places in	Jan <b>416</b> ba4 mua a a a a b L	tion monone. Chaolad	I that and u
9. If yes, please it	entiry what process each id	ocation manages. Check al	і тпат арріу.
	Local	Regional/Dist	Central
Time Collection	<b>✓</b>	✓	✓
Time Entry		✓	✓
Labor Distribution		✓	✓
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?			
O Yes			
No			

11. If yes, please identify the name and nature of the organization.		
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
Yes		
O No		

such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 1 of 2 Module (if applicable) Application/System Version Maintenance Fees Name 1. Access -Timesheeting system 2. 3. 4. 5. 15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 2 of 2 **Employee Training Costs Contractor Support Costs** Why was the system selected? 1. 2. 3. 4. 5. 16. If you would like us to contact you for more information, please check follow up. Follow Up

15. If yes, please list the following information for each application/system, including software

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3			
Band - 4	.2		
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know	of any time and labor distribution tools that you are currently not using that		
would make your			
O Yes			
No			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

21. If yes, please	list the tools.		
1.			
2.			
3.			
4.			
5.			
22. Do any of the other systems or	time and labor distribution papplications?	processes share data, man	ual or automated, with
Yes			
O No			
23. If yes, please frequency it is rec	identify the process, whethe	er double data entry is requ	ired, and with what
	Process	Requires Double Entry	Frequency
1.	Timesheeting data into	Yes	
	CIPPS		
2.	CIPPS		
2. 3.	CIPPS		
	CIPPS		

<b>24.</b>	Does your Ag		•
•	Yes		
0	No		
	Does your Ag I labor distribu	ency have any seasonal activities that signification?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas ir	list the seasonal activities, such as sumn	ner hires, snow removal, etc., and the
			ner hires, snow removal, etc., and the  Workload Area Impacted
		mpacted.	
	rkload areas ir	mpacted.	
	rkload areas in	mpacted.	
	rkload areas in 1. 2.	mpacted.	

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Direct contact with employees regarding questions about their time
2.
Provides accurate data for grants.
3.
System is easy to manage.
4.
Privides data on a timely basis.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
2.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Easy to use by employees and payroll staff.
2.
Provides timely, accurate data.
3.
Generates data needed for grant management.
4.
Provides for electronic transfer of information.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
Monthly
85 %
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
63
Highest Total
63
Month Highest Total Occurred
March

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
40 %
Weekly
Bi-weekly
60 %
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
90 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please in	ndicate which of the followin	g you use	
☐ shift differen	tials		
on-call pay			
emergency      i	pay		
✓ per diem			
☐ special rates	3		
temporary p	ay		
☐ military pay			
☐ bonuses			
Other			
	ncy manage time and labor	distribution at multiple work	clocations?
Yes			
O No			
9. If ves. please id	dentify what process each lo	ocation manages. Check al	I that apply.
or in you, prodoc is	Local	Regional/Dist	Central
Time Collection		-	
		<b>&gt;</b>	
Time Entry	Ц	✓	
Labor Distribution		✓	
	ency have an alternative or cess your timekeeping files		reau, other agency) to
O Yes			
<ul><li>No</li></ul>			

11. If yes, please	identify the name and nature of the organ	nization.
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
14. Excluding CIF the timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
Yes		
O No		

such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 1 of 2 Module (if applicable) Application/System Version Maintenance Fees Name NIMS - specialized 1. agency software 2. 3. 4. 5. 15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 2 of 2 **Employee Training Costs Contractor Support Costs** Why was the system selected? 1. \$0 2. 3. 4. 5. 16. If you would like us to contact you for more information, please check follow up. Follow Up

15. If yes, please list the following information for each application/system, including software

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.		
	contractor is not dedicated full time to this process, please add up the mployee time to reach an FTE total by pay band.	
	FTE Count (include tenths)	
Band - 1		
Band - 2		
Band - 3	4.0	
Band - 4		
Band - 5		
Band - 6		
Band - 7		
Band - 8		
Band - 9		
Contracted Labor		
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?	
O Yes		
<ul><li>No</li></ul>		

21. If yes, please	list the tools.		
1.			
2.			
3.			
4	•••••		
4.			
5.			
22. Do any of the other systems or	time and labor distribution papplications?	processes share data, man	ual or automated, with
		processes share data, man	ual or automated, with
other systems or		processes share data, man	ual or automated, with
other systems or  O Yes		processes share data, man	ual or automated, with
<ul><li>other systems or</li><li>Yes</li><li>No</li></ul>	applications?		
<ul><li>O Yes</li><li>O No</li><li>23. If yes, please</li></ul>	applications?		
<ul><li>O Yes</li><li>O No</li><li>23. If yes, please</li></ul>	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is recommendately	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed in the second of the seco	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed as a second	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed at the second at the seco	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what

24. Does your Agency systematically interface with CIPPS?
O Yes
No
25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?
Yes
O No
26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the

	Activity	Workload Area Impacted
1.	planting and grading	forestry centers and field office
2.	wild fire fighting	field offices
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
system of checks and balances in place
2.
centralized person to call with questions
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
time and labor distribution.
<ul><li>time and labor distribution.</li><li>1.</li><li>end redunancy - employee manually completes time card and then another</li></ul>
1. end redunancy - employee manually completes time card and then another employee has to enter the information into a system
1. end redunancy - employee manually completes time card and then another employee has to enter the information into a system 2.
1. end redunancy - employee manually completes time card and then another employee has to enter the information into a system 2. speed of use
1. end redunancy - employee manually completes time card and then another employee has to enter the information into a system 2. speed of use
time and labor distribution.  1. end redunancy - employee manually completes time card and then another employee has to enter the information into a system  2. speed of use  3.
time and labor distribution.  1. end redunancy - employee manually completes time card and then another employee has to enter the information into a system  2. speed of use  3.

and labor distribution process.
1.
ability of employees to enter data electronically
2.
ability of supervisors to review data entered by employees
3.
system of checks and balances
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time

31. If you have any other concerns or comments about this functional area, please include them here.

30. Are there any specific state or federal laws or regulations that would restrict our ability to

reengineer this business process? If so, please provide the relevant citation.

Our agency is currently in the process of implementing a new custom web-based tracking system. The system will track agency work, time, etc. It will be an integrated system which will allow us to better determine an employee's daily work activities and overall work load. Employees also will be able to enter their own time electronically. Then, the regional office will review the data entered prior to final submission. This system will improve our overall tracking systems and assist the agency to better manage its workforce.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
D: 11
Bi-weekly
Sami manthly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
395
Highest Total
1741
Month Highest Total Occurred
July

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please indicate which of the following you use					
S	hift different	ials			
	□ on-call pay				
□ е	emergency p	ay			
Пр	er diem				
<b>✓</b> S	special rates				
<b>✓</b> te	emporary pa	ay			
<b>✓</b> n	nilitary pay				
<b>✓</b> b	onuses				
Other					
8. Does your Agency manage time and labor distribution at multiple work locations?					
Yes					
0 1	No				
9. If yes, please identify what process each location manages. Check all that apply.					
		Local	Regional/Dist	Central	
Tin	ne Collection			✓	
	Time Entry			✓	
Labo	r Distribution	✓			
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?					
	es/				
OY	63				

11.	ii yes, piease	identity the name and nature of the organ	ilzation.
	Does your Agencies?	ency maintain or process timekeeping or	labor distribution data for other state
•	Yes		
0	No		
13.	If yes, please	list Agency and service fee.	
		Agency	Service Fee
	1.	Chippokes Plantation & Farm Foundation-Agy 319	\$ 0
	2.		
	3.		
	4.		
	5.		
		PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
0	Yes		
•	No		

	entries than the spac will contact you for m	ce provided, please r ore information.	nark "Follow U	p" to the following
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
such as Excel, Ac If you have more question and we	ccess, etc., used by y entries than the spac will contact you for m	our agency that sup ce provided, please r	ports this proc	
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would li	ke us to contact you	for more information	nloase ebeek	r follow up
Follow Up	ke us to contact you		, piease check	Tollow up.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

O Yes	ems
No     No	

18. If yes, please	decribe below.		
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.		
	contractor is not dedicated full time to this process, please add up the polygee time to reach an FTE total by pay band.	
	FTE Count (include tenths)	
Band - 1		
Band - 2		
Band - 3	1.7	
Band - 4	1.0	
Band - 5		
Band - 6		
Band - 7		
Band - 8		
Band - 9		
Contracted Labor		
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?	
Yes		
O No		

21. If yes, please	list the tools.		
1.			
In house payro	ll software that allows	keying of time sheets by	field staff
2.			
Acceptance of	electronic signatures r	educing paper	
3.			
4.			
5.			
22. Do any of the other systems or		n processes share data, man	ual or automated, with
O Yes			
No			
23. If yes, please frequency it is req		her double data entry is requ	uired, and with what
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			

<b>24.</b>	Does your Ac	gency systematically interface with CIPPS	f
•	Yes		
0	No		
	Does your Aç labor distribu	ency have any seasonal activities that significant	gnificantly impact your workload in time
•	Yes		
0	No		
	If yes, please kload areas ir	list the seasonal activities, such as sumn mpacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.	Summer hires for park services	Payroll, Human Resources, Park staff

2.

3.

4.

5.

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Check and balances by recalculating timesheets
2.
Verification of information on timesheets
3.
Approval of timesheets by cost code managers
4.
Verification with Human Resources on all documentation
5.
Post payroll reconciliation
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
State interface of the payroll/human resources function
2.
Complete electronic submission of all payroll data
3.
Imaging of all payroll data if not electronic
4.
The ability to report labor costs by activity
5.

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

no

31. If you have any other concerns or comments about this functional area, please include them here.

IHRIS or a smiliar system is needed.

Relevant to question 1, certain salaried employees maintain time sheets for FLSA purposes, but not for payroll purposes.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?					
Daily					
Weekly					
50 %					
Bi-weekly					
Semi-monthly					
Monthly					
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?					
Current Total					
29					
Highest Total					
38					
Month Highest Total Occurred					
August					

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
100 %
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
10.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please indicate which of the following you use							
☐ sh	shift differentials						
<b>✓</b> or	on-call pay						
□ er	emergency pay						
□ ре	per diem						
<b>✓</b> sp	special rates						
<b>✓</b> te	temporary pay						
<b>✓</b> m	military pay						
<b>✓</b> bo	bonuses						
Other							
8. Does your Agency manage time and labor distribution at multiple work locations?							
	O Yes						
	<ul><li>No</li></ul>						
9. If yes, please identify what process each location manages. Check all that apply.							
		Local	Regional/Dist	Central			
Tim	e Collection						
	Time Entry						
Labor	Distribution						
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?							
O Y	es						
<ul><li>No</li></ul>	0						

11. If yes, please	identify the name and nature of the organ	nization.
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
14. Excluding CIF the timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
Yes		
O No		

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	PeopleSoft	Time and Labor	8.4	
2.		FME		
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2			
	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			integration with financial system
2.			part of facilities management system
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

or applications?	
O Yes	
<ul><li>No</li></ul>	

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.	labor cost distribution	FME to PeopleSoft	0
2.			
3.			
4.			
5.			

please also provi	de their total FTE.
	contractor is not dedicated full time to this process, please add up the mployee time to reach an FTE total by pay band.
	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.5
Band - 4	.5
Band - 5	.2
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?
O Yes	
No	

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process,

21.	If yes, please	list the tools.					
1.							
2.							
3.							
4.							
5.							
		time and labor dapplications?	istribution p	processes share dat	a, manua	al or automated, with	
			istribution p	processes share dat	a, manua	al or automated, with	
oth	er systems or		istribution p	processes share dat	a, manua	al or automated, with	
oth	er systems or Yes		istribution p	processes share dat	a, manua	al or automated, with	
oth	er systems or Yes No	applications?		orocesses share dat			
oth	Yes No  If yes, please	applications?	ess, whethe		is require		
oth	Yes No  If yes, please	applications?  identify the procquired.	ess, whethe	er double data entry	is require	ed, and with what  Frequency	
oth	Yes No  If yes, please quency it is rec	applications?  identify the procquired.  Proces	ess, whethe	er double data entry Requires Double E	is require	ed, and with what  Frequency	
oth	er systems or Yes No  If yes, please quency it is rec	applications?  identify the procquired.  Proces	ess, whethe	er double data entry Requires Double E	is require	ed, and with what  Frequency	
oth	Yes No  If yes, please quency it is recently in the second	applications?  identify the procquired.  Proces	ess, whethe	er double data entry Requires Double E	is require	ed, and with what  Frequency	

	· · · · · · · · · · · · · · · · · · ·	ncy systematically interface with CIPPS	
O Yes			
No			
25. Does y and labor o		ncy have any seasonal activities that sigon?	nificantly impact your workload in time
O Yes			
No			
26. If yes, workload a		st the seasonal activities, such as summ pacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.		Workload Area Impacted
	1. 2.		Workload Area Impacted
			Workload Area Impacted
	2.		Workload Area Impacted

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
fully automated
2.
has all FLSA edits in place
3.
has automated approval process
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
2.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
2.
3.
4.
¬.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
91 %
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
36
Highest Total
78
Month Highest Total Occurred
July & August

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
100 %
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
98 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please in	ndicate which of the followin	g you use	
☐ shift differen	tials		
on-call pay			
□ emergency p	pay		
☐ per diem			
☐ special rates			
✓ temporary page 1. Tempo	ay		
✓ military pay			
✓ bonuses			
Other			
	ncy manage time and labor	distribution at multiple work	c locations?
O Yes			
No			
9. If ves. please id	dentify what process each lo	ocation manages. Check al	I that apply.
, p	Local	Regional/Dist	Central
Time Collection	Local		
		<b>✓</b>	<b>✓</b>
Time Entry		✓	<b>✓</b>
Labor Distribution			✓
	ency have an alternative or cess your timekeeping files		reau, other agency) to
O Yes			
No			

11. If yes, please	identify the name and nature of the organ	nization.
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
14. Excluding CIF the timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
Yes		
O No		

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Oracle	SST/Projects	11.5.9	
2.				
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2			
	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			\$ 0
2.			
3.			
4.			
5.			

16. I	f you would like us to contact you for more information, please check follow up.
<b>✓</b>	Follow Up

O Yes	ems
No     No	

18. If yes, please	decribe below.		
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

etc.) in your Agen	ss of automated or manual Time and Labor Distribution (e.g. data entry, filing, cy, please provide an estimate of the staff resource requirements, whether based on pay band. If contractor resources are currently used in this process, de their total FTE.
	contractor is not dedicated full time to this process, please add up the nployee time to reach an FTE total by pay band.
	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.7
Band - 4	.2
Band - 5	.3
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?
Yes	
O No	

21. If yes, please	list the tools.		
1.			
Oracle Discove	erer		
2.			
3.			
4.			
5.			
22. Do any of the other systems or		processes share data, man	ual or automated, with
Yes			
O No			
23. If yes, please frequency it is req		er double data entry is requ	ired, and with what
	Process	Requires Double Entry	Frequency
1.	CIPPS	Yes	0
2.			
3.			
4.			

24.	Does your Ag	ency systematically interface with CIPPS	?
0	Yes		
•	No		
	Does your Ag labor distribu	ency have any seasonal activities that sig tion?	gnificantly impact your workload in time
•	Yes		
0	No		
	lf yes, please kload areas in	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.	summer hires	payroll / project set-up / HR

2.

3.

4.

5.

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
automates an otherwise manual process
2.
creates fully burdened labor costs used to reconcile CIPPS with actual data
3.
provides leave audit data
4.
APA audits the processes
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
time and labor distribution.
time and labor distribution.  1.
<ol> <li>1.</li> <li>Interface to HR to maintain real time leave balances and reporting, in lieu of Payline</li> </ol>
<ol> <li>1.</li> <li>Interface to HR to maintain real time leave balances and reporting, in lieu of Payline</li> </ol>
1. Interface to HR to maintain real time leave balances and reporting, in lieu of Payline 2.
1. Interface to HR to maintain real time leave balances and reporting, in lieu of Payline 2.
1. Interface to HR to maintain real time leave balances and reporting, in lieu of Payline 2. 3.
1. Interface to HR to maintain real time leave balances and reporting, in lieu of Payline 2. 3.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
All systems are user friendly to eliminate duplicate keying processes (i.e. H/R, Finance/SST)
2.
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
OMB Circular A-87 requires certain documentation of salary and wage distribution.
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
Monthly 15 %
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
23
Highest Total
25
Month Highest Total Occurred
July

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
O Yes
No     No

7. If yes, please in	ndicate which of the followir	ig you use	
shift differen	tials		
on-call pay			
□ emergency p	pay		
☐ per diem			
☐ special rates	3		
☐ temporary pa	ay		
☐ military pay			
bonuses			
Other			
	ncy manage time and labor	distribution at multiple wor	k locations?
O Yes			
<ul><li>No</li></ul>			
0.15	land's and a second second	Charles Charles	II de a Carra La
9. If yes, please in	dentify what process each lo	ocation manages. Check a	ıl tnat apply.
	Local	Regional/Dist	Central
Time Collection			
Time Entry			
Labor Distribution			
	ency have an alternative or cess your timekeeping files		reau, other agency) to
O Yes			
No			

11. If yes, please identify the name and nature of the organization.			
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state	
O Yes			
No			
13. If yes, please	list Agency and service fee.		
	Agency	Service Fee	
1.			
2.			
3.			
4.			
5.			
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of	
O Yes			
No			

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 1 of 2 Module (if applicable) Application/System Version Maintenance Fees Name 1. 2. 3. 4. 5. 15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 2 of 2 **Contractor Support Costs Employee Training Costs** Why was the system selected? 2. 3. 4. 5. 16. If you would like us to contact you for more information, please check follow up. Follow Up

15. If yes, please list the following information for each application/system, including software

such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3			
Band - 4	.3		
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know would make your  O Yes	of any time and labor distribution tools that you are currently not using that life easier?		
<ul><li>No</li></ul>			
<b>©</b> 140			

21. l	f yes, please	list the tools.		
1.				
2.				
3.				
4.				
5.				
O.				
		time and labor distribution papplications?	processes share data, man	ual or automated, with
0	Yes			
•	No			
	f yes, please uency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
	5.			

24.	, ,		
•	Yes		
0	No		
	Does your Ag l labor distribu	ency have any seasonal activities that sig tion?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas ir	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the
			ner hires, snow removal, etc., and the  Workload Area Impacted
		npacted.	
	kload areas ir	npacted.	
	kload areas in	npacted.	
	kload areas in 1. 2.	npacted.	

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
<u></u>
2.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
2.
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Our field investigators are under the FLSA Law Enforcement exemption and report their time on a 28-day/160 hour timesheet which is sent to them by HR in EXCEL format. It is a rolling 28 day cycle, therefore it just continues and the dates on the timesheet change every 28 days.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
7 %
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
7
Highest Total
8
Month Highest Total Occurred
December

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
100 %
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please indicate which of the following you use				
☐ shift differer	shift differentials			
on-call pay				
☐ emergency	pay			
per diem				
☐ special rate	S			
✓ temporary p	pay			
military pay				
Other				
	ency manage time and labor	distribution at multiple work	( locations?	
O Yes				
No				
9. If yes, please	identify what process each lo	ocation manages. Check al	I that apply.	
• •	Local	Regional/Dist	Central	
Time Collection				
Time Entry				
Labor Distribution				
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?				
Yes				
O No				

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?			
0	Yes		
•	No		
10	16		
13.	If yes, please	list Agency and service fee.	
		Agency	Service Fee
	1.		
	2.		
	3.		
	4.		
	5.		
		PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
0	Yes		
•	No		

The Department of Accounts, the Commonwealth's centralized accounting agency

11. If yes, please identify the name and nature of the organization.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would like us to contact you for more information, please check follow up.				
Follow Up				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems applications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
	contractor is not dedicated full time to this process, please add up the mployee time to reach an FTE total by pay band.		
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3	.1		
Band - 4			
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?		
O Yes			
No			

21. l	f yes, please	list the tools.		
1.				
2.				
3.				
4.				
5.				
O.				
		time and labor distribution papplications?	processes share data, man	ual or automated, with
0	Yes			
•	No			
	f yes, please uency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
	5.			

24.	Does your Agency systematically interface with CIPPS?
•	Yes
0	No
	Does your Agency have any seasonal activities that significantly impact your workload in time labor distribution?
•	Yes

## 26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Budget /legislative activities	Budget Divisions
2.	Training, recruitment, and benefits	Human Resources
3.	Regulatory review and forecasting activities	Regulatory Analysis Division
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Limited number of non-exempt employees, which simplifies the labor reporting process
2.
Leave is recorded electronically
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
time and labor distribution.
time and labor distribution.  1.
time and labor distribution.
time and labor distribution.
1. Establish electronic timesheet reporting for non-exempt and wage employees 2.
1. Establish electronic timesheet reporting for non-exempt and wage employees 2.
1. Establish electronic timesheet reporting for non-exempt and wage employees 2. 3.
1. Establish electronic timesheet reporting for non-exempt and wage employees 2. 3.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
2.
3.
4.
5.
<b>5</b> .
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
Any reengineering of this business process must comply with the Federal Fair Labor Standard Act.
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
15 %
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
78
Highest Total
78
Month Highest Total Occurred
March

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
O Yes
No     No

7. If yes, please in	ndicate which of the followin	g you use	
shift differen	tials		
on-call pay			
□ emergency p	pay		
per diem			
☐ special rates			
temporary pa	ay		
☐ military pay			
bonuses			
Other			
	ncy manage time and labor	distribution at multiple work	clocations?
O Yes			
No			
9. If ves. please id	dentify what process each lo	ocation manages. Check al	I that apply.
or in you, product it	Local	Regional/Dist	Central
Time Collection			
Time Entry			
Labor Distribution			
	ency have an alternative or cess your timekeeping files		eau, other agency) to
Yes			
O No			

	Does your Ag ncies?	ency maintain or process timekeeping o	r labor distribution data for other state
0	Yes		
•	No		
13.	f yes, please	list Agency and service fee.	
		Agency	Service Fee
	1.		
	2.		
	3.		
	4.		
	5.		
		PPS, does your Agency utilize any applic and labor distribution processes?	eations or systems to manage any part of
0	Yes		
•	No		

Department of Accounts Payroll Service Bureau

11. If yes, please identify the name and nature of the organization.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would li	ke us to contact you	for more information	nloase ebeek	r follow up
Follow Up	ke us to contact you		, piease check	Tollow up.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.				
	Data Reported	Recipient	Frequency	
1.				
2.				
3.				
4.				
5.				

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3	.1		
Band - 4			
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know	of any time and labor distribution tools that you are currently not using that		
would make your			
O Yes			
No			

21. l	f yes, please	list the tools.		
1.				
2.				
3.				
4.				
5.				
O.				
		time and labor distribution papplications?	processes share data, man	ual or automated, with
0	Yes			
•	No			
	f yes, please uency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
	5.			

	, ,	lency systematically interface with CIPPS	
•	Yes		
0	No		
	Does your Ag I labor distribu	ency have any seasonal activities that significant significant in the second section is the second s	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas ir	list the seasonal activities, such as sumn	ner hires, snow removal, etc., and the
			ner hires, snow removal, etc., and the  Workload Area Impacted
		mpacted.	
	kload areas ir	mpacted.	
	kload areas ir	mpacted.	
	rkload areas in 1. 2.	mpacted.	

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Automated time keeping in the agency
2.
Although the Payroll Service Bureau is very helpful, we feel that having agency control of timekeeping, leave and payroll would be more effective.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Automated
2.
Management reporting mechanism
3.
4.
5.

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Fair Labor Standards Act

31. If you have any other concerns or comments about this functional area, please include them here.

The Department of Accounts Payroll Service Bureau manages the payroll and leave system. While they do a good job, it is felt that it might be easier to control if the agency managed its own payroll and leave system as once was the case.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
100 %
Weekly
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
560
Highest Total
640
Month Highest Total Occurred
August 2004

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
100 %
Weekly
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
25.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please indicate which of the following you use					
☐ shift diffe	shift differentials				
✓ on-call p	✓ on-call pay				
☐ emerger	cy pay				
per diem					
✓ special r	ates				
temporal     temporal	y pay				
✓ military ρ	ay				
Other					
Temporary	Work Force Reduction				
	Agency manage time and labo	or distribution at multiple worl	c locations?		
Yes					
O No					
9. If ves. plea	se identify what process each	location manages. Check a	Il that apply		
	Local	Regional/Dist	Central		
Time Collec			П		
Time E			П		
Lahor Dietribu	ion 🗆				
Labor Distribu			<b>Y</b>		
10. Does you	Agency have an alternative or occess your timekeeping file				
10. Does you	Agency have an alternative o				

11. If yes, please identify the name and nature of the organization.			
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state	
O Yes			
No			
13. If yes, please	list Agency and service fee.		
	Agency	Service Fee	
1.			
2.			
3.			
4.			
5.			
14. Excluding CIF the timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of	
Yes			
O No			

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance Fees	
1.	Timekeeper		0.9		
2.	SESA (state employment security agency)				
3.					
4.					
5.					

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2				
	Employee Training Costs	Contractor Support Costs	Why was the system selected?	
1.			Web-based to allow upload into SESA	
2.			Federal requirement	
3.				
4.				
5.				

16. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

O Yes	ems
No     No	

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3	.0		
Band - 4			
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?		
O Yes			
No			

21. If yes, please	e list the tools.		
1.			
2.			
3.			
4.			
_			
5.			
22. Do any of the other systems or		oution processes share data, ma	nual or automated, with
		oution processes share data, ma	nual or automated, with
other systems or		oution processes share data, ma	nual or automated, with
other systems or  • Yes		oution processes share data, ma	nual or automated, with
<ul><li>other systems or</li><li>Yes</li><li>No</li></ul>	e identify the process,	oution processes share data, ma	
<ul><li>other systems or</li><li>Yes</li><li>No</li><li>No</li></ul> 23. If yes, please	e identify the process,		
<ul><li>other systems or</li><li>Yes</li><li>No</li><li>No</li></ul> 23. If yes, please	e identify the process, equired.	whether double data entry is req	uired, and with what
<ul><li>other systems or</li><li>Yes</li><li>No</li><li>No</li></ul> 23. If yes, please frequency it is re	e identify the process, equired.  Process  CIPPS/SESA	whether double data entry is req	uired, and with what  Frequency
other systems or     Yes    No  23. If yes, please frequency it is re	e identify the process, vequired.  Process  CIPPS/SESA	whether double data entry is req	uired, and with what  Frequency
O Yes O No  23. If yes, please frequency it is re  1.	e identify the process, equired.  Process  CIPPS/SESA	whether double data entry is req	uired, and with what  Frequency

24. Does your Agency systematically interface with CIPPS?			
O Y	'es		
<ul><li>N</li></ul>	10		
	oes your Ag bor distribu	ency have any seasonal activities that sig tion?	gnificantly impact your workload in time
Y	′es		
O N	10		
26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.			
		Activity	Workload Area Impacted
	1.	Quarterly employees	Cashiers; Tax and Wage Information Processing

2.

3.

4.

5.

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Timekeeper - availability of wage/OT reporting timely
2.
SESA is old but stable system
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
SESA is not real time
2.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Timekeeper
2.
3.
,
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
Federal requirement that SESA identify time charges to grants and allocate indirect charges.
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
3 %
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
50
Highest Total
50
Month Highest Total Occurred
MARCH 05

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please indicate which of the following you use				
shift differen	tials			
on-call pay				
□ emergency p	pay			
per diem				
☐ special rates				
temporary pa	ay			
☐ military pay				
✓ bonuses				
Other				
PART TIME HO	OURS / FULL TIME SAL	_ARIES		
	ncy manage time and labor	distribution at multiple work	k locations?	
O Yes				
<ul><li>No</li></ul>				
9 If ves please id	dentify what process each lo	ocation manages. Check al	I that apply	
or in you, produce it	Local	Regional/Dist	Central	
Time Collection	Local	T Cogionali Dist		
Time Entry		Ц		
Labor Distribution				
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?				
O Yes				
<ul><li>No</li></ul>				

11. If yes, please identify the name and nature of the organization.			
12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?			
O Yes			
No			
13. If yes, please	list Agency and service fee.		
	Agency	Service Fee	
1.			
2.			
3.			
4.			
5.			
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of	
Yes			
O No			

such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 1 of 2 Module (if applicable) Application/System Version Maintenance Fees Name **KRONOS** 1. \$0 **EXCEL** \$0 4. 5. 15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 2 of 2 **Employee Training Costs Contractor Support Costs** Why was the system selected? 1. 2.

15. If yes, please list the following information for each application/system, including software

☐ Follow Up	16. If you would like us to contact you for more information, please check follow	up.
	☐ Follow Up	

3.

4.

5.

	Do any of your time and labor distribution application or systems interface with other systems applications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

	de their total FTE.		
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3	.5		
Band - 4	1.0		
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
00 D			
would make your	of any time and labor distribution tools that you are currently not using that life easier?		
O Yes			
<ul><li>No</li></ul>			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

21.	If yes, please	list the tools.			
1.					
2.					
3.					
4.					
5.					
0.					
•••••					
	Do any of the	time and labor d	lietribution r	processes share data, man	ual or automated with
	er systems or			orocesses shale data, man	ual of automateu, with
				orocesses snare data, man	ual Of automateu, with
oth	er systems or		ilouribution (	Jiocesses shale data, man	ual Of automateu, with
oth	er systems or Yes			Jiocesses shale data, man	ual Of automateu, with
othe	er systems or Yes No	applications?		er double data entry is requ	
othe	Yes No  If yes, please	applications?	ess, whethe		
othe	Yes No  If yes, please	applications? identify the proc	ess, whethe	er double data entry is requ	ired, and with what
othe	Yes No  If yes, please quency it is rec	applications? identify the proc	ess, whethe	er double data entry is requ	ired, and with what
othe	er systems or Yes No  If yes, please quency it is reconstant.	applications? identify the proc	ess, whethe	er double data entry is requ	ired, and with what
othe	Yes No  If yes, please quency it is reconst.	applications? identify the proc	ess, whethe	er double data entry is requ	ired, and with what
othe	er systems or Yes No  If yes, please quency it is reconstant.  1. 2. 3.	applications? identify the proc	ess, whethe	er double data entry is requ	ired, and with what

	Does your Ag		
•	Yes		
0	No		
	Does your Ag l labor distribu	ency have any seasonal activities that significant significant in the second section?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas in	list the seasonal activities, such as sumn	ner hires, snow removal, etc., and the
			ner hires, snow removal, etc., and the  Workload Area Impacted
		npacted.	
	kload areas in	npacted.	
	kload areas in	npacted.	
	kload areas in 1. 2.	npacted.	

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
EXCEL SPREADSHEETS
2.
KRONOS
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
KRONOS INTERFACE TO CIPPS
2.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
AUTOMATION
2.
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
NONE
31. If you have any other concerns or comments about this functional area, please include them here.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
65 %
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
Head Count 233/FTE 141.07
Highest Total
Head Count 250/FTE 186.04
Month Highest Total Occurred
May 2004

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
100 %
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
25.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If	yes, please ir	dicate which of the following	ng you use		
	shift differentials				
~	on-call pay				
	emergency p	ay			
	per diem				
	special rates				
~	temporary pa	ay			
~	military pay				
~	bonuses				
Oth	er				
		ncy manage time and labor	distribution at multiple work	clocations?	
•	Yes				
0	No				
9 If	ves nlease in	lentify what process each lo	ocation manages. Check al	I that apply	
J	yee, predee re	Local	Regional/Dist	Central	
_	Time Collection	<u> </u>			
			<b>&gt;</b>	<u>~</u>	
	Time Entry		<b>V</b>		
La	bor Distribution		✓	✓	
10					
10. mai	Does your Agontain and proc	ency have an alternative or ess your timekeeping files	ganization (e.g., service bur ?	reau, other agency) to	
0	Yes				
•	No				

12. Does your Acagencies?	gency maintain or process timekeeping or	labor distribution data for other state
Yes		
O No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.	Science Museum	\$ 0
2.	Board of Accountancy	
3.	Motor Vehilce Dealer Board	
4.		
5.		
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
Yes		
O No		

11. If yes, please identify the name and nature of the organization.

such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 1 of 2 Module (if applicable) Application/System Version Maintenance Fees Name 1. In-house DMV VSDP System 2. 3. 4. 5. 15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 2 of 2 **Employee Training Costs Contractor Support Costs** Why was the system selected? 1. 2. 3. 4. 5. 16. If you would like us to contact you for more information, please check follow up. Follow Up

15. If yes, please list the following information for each application/system, including software

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

please also provide their total FTE.				
	If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)			
Band - 1				
Band - 2				
Band - 3	3.0			
Band - 4				
Band - 5				
Band - 6	1.0			
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?			
O Yes				
<ul><li>No</li></ul>				

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

salaried or wage, based on pay band. If contractor resources are currently used in this process,

21. l	f yes, please	list the tools.		
1.				
2.				
3.				
4.				
5.				
O.				
		time and labor distribution papplications?	processes share data, man	ual or automated, with
0	Yes			
•	No			
	f yes, please uency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
	5.			

24.	Does your Ag	gency systematically interface with CIPPS	?
0	Yes		
•	No		
	Does your Ag labor distribu	gency have any seasonal activities that sigution?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas ir	list the seasonal activities, such as summ mpacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.		
	2.		
	3.		
	4.		
	5		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
no strengths
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
automate time and attendance
2.
labor distribution system (scheduling)
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
on-line and paperless
2.
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
FMLA FLSA
31. If you have any other concerns or comments about this functional area, please include them here.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
33 %
Weekly
Bi-weekly
Semi-monthly
67 %
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
736
Highest Total
774
Month Highest Total Occurred
July, 2004

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
98 %
Weekly
Bi-weekly
2 %
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
8,164.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please indicate which of the following you use					
~	shift differentials				
~	on-call pay				
~	emergency p	pay			
~	per diem				
~	special rates				
~	temporary pa	ay			
~	military pay				
~	bonuses				
Oth	er				
		ncy manage time and labor	distribution at multiple wor	k locations?	
•	Yes				
0	No				
O If	voe places is	lantify what process each le	postion manages. Check of	Il that apply	
9. 11	yes, piease id	dentify what process each lo			
		Local	Regional/Dist	Central	
	Time Collection	✓	✓	✓	
	Time Entry	✓	✓	✓	
La	bor Distribution		✓	✓	
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?					
0					
•	<ul><li>No</li></ul>				

11. If yes, please identify the name and nature of the organization.			
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state	
O Yes			
No			
13. If yes, please	list Agency and service fee.		
	Agency	Service Fee	
1.			
2.			
3.			
4.			
5.			
14. Excluding CIF the timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of	
Yes			
O No			

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	PeopleSoft PeopleTools FMS II	Time Entry	Custom Designed	\$ 0
2.				
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

16. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

	Do any of your time and labor distribution application or systems interface with other systems pplications?
•	Yes
0	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.	Equipment Management System	Equipment Division	
2.	CIPPS	DOA	
3.	CARS	DOA	
4.	Inmate Labor	Accounts Payable - Corrections	
5.	Hired Equipment	Accounts Payable - DOA	

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1	.1		
Band - 2	2.3		
Band - 3	35.9		
Band - 4	69.0		
Band - 5	.8		
Band - 6	.3		
Band - 7	.0		
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?		
O Yes			
<ul><li>No</li></ul>			

21. If yes, please	e list the tools.		
1.			
2.			
3.			
4.			
5.			
	time and labor distribution	processes share data, man	ual or automated, with
other systems or	applications?		
Yes			
O No			
23. If yes, please frequency it is re-	identify the process, whethe	er double data entry is requ	ired, and with what
	Process	Requires Double Entry	Frequency
1.	Hired Equipment	No	
2.	Inmate Labor		
		No	
3.	Equipment Rental	No	
4.	CIPPS	No	
5.	CARS	No	
04 D			
	gency systematically interfac	e with CIPPS?	
Yes			
O No			

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?				
Yes				
O No				
26. If yes, please workload areas in	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the		
	Activity	Workload Area Impacted		
1.	Weather events (snow, floods, etc.)	All		
2.	Construction Projects	All		
3.	Maintenance activities	All		
4.	Special Projects	Varies according to project		
5.				
27. Please list up distribution.	to five strengths of your current business	s processes for time and labor		
1.				
On-line edits enhance accuracy, provide controls				
2.				
Data entered o	nce for multiple applications / syste	ms		
3.				
Automated routing for reviews and approvals				
4.				
System also includes leave (i.e. vacation, sick, etc.)				
5.				
Automated allocations enhance accuracy, controls				

time and labor distribution.
1.
Having an automated personnel system that could feed timely/accurate data to this module would be helpful
2.
3.
4.
5.
29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
1. Use for employees, inmate, contractors, equipment, etc.
Use for employees, inmate, contractors, equipment, etc.
Use for employees, inmate, contractors, equipment, etc. 2.
Use for employees, inmate, contractors, equipment, etc. 2. Single point of data entry
Use for employees, inmate, contractors, equipment, etc.  2.  Single point of data entry  3.
Use for employees, inmate, contractors, equipment, etc.  2.  Single point of data entry  3.  Routine and ad hoc reports at summary / detail levels
Use for employees, inmate, contractors, equipment, etc.  2.  Single point of data entry  3.  Routine and ad hoc reports at summary / detail levels  4.

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

## FHWA, FAR, FEMA

31. If you have any other concerns or comments about this functional area, please include them here.

Questions related to frequency of interfaces did not allow entry of text - i.e. "daily," "weekly," etc.

See Attachment\_Human\_Resource\_Management\_Time\_and\_Labor\_Distribution\_28

Please note, while not all employees enter time each day, billing/reporting needs require time is captured for each day worked. FTE date for question 17 includes data entry, review and approval functions of employee time (does not include tracking for equipment, inmate labor or hired equipment).

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
30
Highest Total
30
Month Highest Total Occurred

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
75 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please in	ndicate which of the followin	g you use			
□ shift differentials					
✓ on-call pay					
✓ emergency p	✓ emergency pay				
☐ per diem					
☐ special rates	3				
temporary pa	ay				
☐ military pay					
Other					
	ncy manage time and labor	distribution at multiple work	clocations?		
O Yes					
No					
9. If ves. please id	dentify what process each lo	ocation manages. Check al	I that apply.		
orn you, prodoor	Local	Regional/Dist	Central		
Time Collection					
Time Entry			Ш		
Labor Distribution					
10.0					
	ency have an alternative or cess your timekeeping files		eau, other agency) to		
Yes					
O No					

Service Bureau		
12. Does your Agagencies?	gency maintain or process timekeeping or	labor distribution data for other state
O Yes		
<ul><li>No</li></ul>		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
O Yes		
No		

11. If yes, please identify the name and nature of the organization.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance Fees	
1.					
2.					
3.					
4.					
5.					
such as Excel, Ac If you have more question and we	ccess, etc., used by y entries than the spac will contact you for m	our agency that sup ce provided, please r	ports this proc		
Matrix: part 2 of 2					
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?	
1.					
2.					
3.					
4.					
5.					
16. If you would li	ke us to contact you	for more information	nloase ebeek	r follow up	
Follow Up	ke us to contact you		, piease check	Tollow up.	

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
	contractor is not dedicated full time to this process, please add up the nployee time to reach an FTE total by pay band.		
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3			
Band - 4			
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do vou know	of any time and labor distribution to all that you are assumently not using that		
would make your	of any time and labor distribution tools that you are currently not using that life easier?		
O Yes			
<ul><li>No</li></ul>			

21. l	f yes, please	list the tools.		
1.				
2.				
3.				
4.				
5.				
O.				
		time and labor distribution papplications?	processes share data, man	ual or automated, with
0	Yes			
•	No			
	f yes, please uency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
	5.			

24. Does your Ac	gency systematically interface with CIPPS	?
O Yes		
<ul><li>No</li></ul>		
25. Does your Agand labor distribu	gency have any seasonal activities that significant	gnificantly impact your workload in time
Yes		
O No		
26. If yes, please workload areas in	list the seasonal activities, such as sumn mpacted.	ner hires, snow removal, etc., and the
	Activity	Workload Area Impacted
1.	Huricane Season	
2.		
3.		

5.

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Interface
2.
Reporting
3.
Automation of Time and Attendance
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
2.
3.
4
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
31. If you have any other concerns or comments about this functional area, please include them here.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
81
Highest Total
84
Month Highest Total Occurred
February 2005

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
100 %
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
150.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please in	ndicate which of the followin	ng you use	
on-call pay			
emergency p	pay		
☐ per diem			
✓ special rates	•		
✓ temporary page 1.	ay		
✓ military pay			
✓ bonuses			
Other			
Bonuses as pre	esecribed by the Genera	al Assembly.	
8. Does your Agency manage time and labor distribution at multiple work locations?			
Yes			
O No			
O Ifano alama	des d'éconoles de marcon de la constant de la const	Observation of the state of the	I that are be
9. If yes, please in	dentify what process each lo	-	
	Local	Regional/Dist	Central
Time Collection	✓	✓	✓
Time Entry	✓	✓	✓
Labor Distribution			✓
	ency have an alternative or cess your timekeeping files		reau, other agency) to
O Yes			
<ul><li>No</li></ul>			

	Does your Agencies?	ency maintain or process timekeeping or	labor distribution data for other state
•	Yes		
0	No		
13.	If yes, please	list Agency and service fee.	
		Agency	Service Fee
	1.	Office of Comprehensive Serivices	\$ 0
	2.		
	3.		
	4.		
	5.		
		PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
0	Yes		
•	No		

11. If yes, please identify the name and nature of the organization.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would li	ke us to contact you	for more information	nloase ebeek	r follow up
Follow Up	ke us to contact you		, piease check	Tollow up.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.		
	FTE Count (include tenths)	
Band - 1		
Band - 2	1.0	
Band - 3	4.0	
Band - 4	.5	
Band - 5	.2	
Band - 6		
Band - 7		
Band - 8		
Band - 9		
Contracted Labor	.2	
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?	
Yes		
O No		

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process,

please also provide their total FTE.

21. If yes, please	list the tools.		
1.			
Kronos Time a	nd Attendance Recordk	eeping System	
2.			
3.			
4.			
5.			
22. Do any of the other systems or	time and labor distribution papplications?	processes share data, man	ual or automated, with
O Yes			
<ul><li>No</li></ul>			
23. If yes, please frequency it is req	identify the process, whethe	er double data entry is requ	ired, and with what
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24.	Does your Ag	ency systematically interface with CIPPS	?
•	Yes		
0	No		
	Does your Ag I labor distribu	ency have any seasonal activities that sig tion?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas ir	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.		
	2.		
	3.		
	4.		
	5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Knowledgeable, experienced staff
2.
Reliable CIPPS system
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Interface between PMIS and CIPPS/CARRS
2.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Accurate, timely recordkeeping system
2.
Manipulative system
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
Fair Labor Standards Act Family Medical Leave Act
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
Monthly
100 %
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
56
Highest Total
60
Month Highest Total Occurred
April

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
7.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If	yes, please in	dicate which of the followir	ng you use	
	shift different	ials		
~	on-call pay			
	emergency p	ay		
	per diem			
	special rates			
~	temporary pa	ay		
	military pay			
	bonuses			
Oth	er			
		4		
		ncy manage time and labor	distribution at multiple wor	k locations?
•	Yes			
0	No			
9. If	ves. please id	lentify what process each lo	ocation manages. Check a	ll that apply.
		Local	Regional/Dist	Central
	Time Collection	<u> </u>		<b>▽</b>
	Time Entry			
_	-	<b>✓</b>		
La	bor Distribution	<b>✓</b>		
10	Doos vour Ag	oney have an alternative or	ganization (o.g., convice bu	roou, other agency) to
		ency have an alternative or ess your timekeeping files	ganization (e.g., service bu ?	reau, other agency) to
0	Yes			
i				

11. If yes, please identify the name and nature of the organization.			
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state	
O Yes			
No			
13. If yes, please	list Agency and service fee.		
	Agency	Service Fee	
1.			
2.			
3.			
4.			
5.			
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of	
Yes			
O No			

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Time Accounting			
2.				
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2			
	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16.	If you would like us to contact you for more information, please check follow up.
<b>✓</b>	Follow Up

	Do any of your time and labor distribution application or systems interface with other systems pplications?
•	Yes
0	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.	Hours worked by federal grants	Federal grant coordinator	0
2.	Hours worked by project/job	Personnel cost redistribution matrix	0
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.		
	contractor is not dedicated full time to this process, please add up the mployee time to reach an FTE total by pay band.	
	FTE Count (include tenths)	
Band - 1		
Band - 2		
Band - 3		
Band - 4		
Band - 5		
Band - 6		
Band - 7		
Band - 8		
Band - 9		
Contracted Labor		
20 Da vou know		
would make your	of any time and labor distribution tools that you are currently not using that life easier?	
O Yes		
<ul><li>No</li></ul>		

21. If yes	, please	list the tools.		
1.				
2.				
3.				
4.				
5.				
<b>O</b> .				
00 D	<b>6</b> 41	4:		
		time and labor distribution applications?	processes share data, man	ual or automated, with
<ul><li>Yes</li></ul>				
O No				
			ner double data entry is requ	ired, and with what
frequency	y it is req	uired.		
		Process	Requires Double Entry	Frequency
	1.	Federal Billing	No	
	2.	Matrix redistribution	No	
	3.	Effort reporting	No	
	4.			
	5.			
24. Does	your Ag	ency systematically interfa	ce with CIPPS?	
Yes				

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?				
Yes				
O No				
26. If yes, please workload areas in	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the		
	Activity	Workload Area Impacted		
1.	Boating law enforcement	Law enforcement		
2.	Hunting law enforcement	law enforcement		
3.	Fisheries management	Fisheries		
4.	Wildlife management	Widlife		
5.	Boat registration	Boat registration		
27. Please list up distribution.	to five strengths of your current business	processes for time and labor		
1.				
Distributed to local users				
2.				
Automated for collecting				
3.				
Automated for updating computers with base data				
4.				
Central control of project/jobs that are active				
5.				
Directly tied to budgeting processes				

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Enhancement of some fields of information
2.
Tighter connection to the budget
3.
Collection of milestone/deliverable complete information
4.
5.
29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Directly tied to budgets
2.
Directly tied to work plans and evaluations
3.
Allow decentralized collection of data
4.
Local verification of data entry
5.
Use of digital signature approval

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Federal grants are dependent on accurate/timely collection and reporting of time to specific projects and grants.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
50 %
Bi-weekly
Semi-monthly
Monthly
50 %
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
200
Highest Total
Information unavailable
Month Highest Total Occurred
Information unavailable

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
100 %
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
3 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
5.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please ir	ndicate which of the followin	g you use	
☐ shift different	ials		
on-call pay			
☐ emergency p	pay		
☐ per diem			
special rates			
temporary pa	ау		
✓ military pay			
✓ bonuses			
Other			
geographic diffe	erentials; recruitment/re	tention differentials	
	ncy manage time and labor	distribution at multiple work	clocations?
Yes			
O No			
9. If ves, please id	lentify what process each lo	ocation manages. Check al	I that apply.
or in yee, predeer it	Local	Regional/Dist	Central
Time Collection		T Coglorial Dist	
	<b>✓</b>		<b>✓</b>
Time Entry			<b>▽</b>
Labor Distribution			✓
	ency have an alternative org ess your timekeeping files	ganization (e.g., service bui ?	reau, other agency) to
O Yes			
<ul><li>No</li></ul>			

11. II yes, piease	dentity the name and hattire of the organ	ilization.
12. Does your Acagencies?	gency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
O Yes		
No		

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
such as Excel, Ac If you have more question and we	ccess, etc., used by y entries than the spac will contact you for m	our agency that sup ce provided, please r	ports this proc	
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would li	ke us to contact you	for more information	nloase ebeek	r follow up
Follow Up	ke us to contact you		, piease check	Tollow up.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

Band - 1  Band - 2  6.4  Band - 3  7.2  Band - 4  1.4  Band - 5  Band - 6  Band - 7  Band - 8  Band - 9  Contracted Labor  .5  20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?  Yes		contractor is not dedicated full time to this process, please add up the mployee time to reach an FTE total by pay band.
Band - 2 Band - 3 7.2 Band - 4 1.4 Band - 5 Band - 6 Band - 7 Band - 8 Band - 9 Contracted Labor .5  Contracted Labor  Solution tools that you are currently not using that would make your life easier?  Yes		
Band - 3 7.2  Band - 4 1.4  Band - 5  Band - 6  Band - 7  Band - 8  Band - 9  Contracted Labor .5  Contracted Labor .5  20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?  Yes	Band - 1	
Band - 4 Band - 5 Band - 6 Band - 7 Band - 8 Band - 9 Contracted Labor .5  Contracted Labor .5  20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?  Yes	Band - 2	6.4
Band - 5  Band - 6  Band - 7  Band - 8  Band - 9  Contracted Labor .5   20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?  Yes	Band - 3	7.2
Band - 6  Band - 7  Band - 8  Band - 9  Contracted Labor .5   20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?  Yes	Band - 4	1.4
Band - 7 Band - 8 Band - 9 Contracted Labor .5  20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?   Yes	Band - 5	
Band - 8  Band - 9  Contracted Labor .5  20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?  Yes	Band - 6	
Band - 9  Contracted Labor .5  20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?  Yes	Band - 7	
Contracted Labor  .5  20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?  O Yes	Band - 8	
20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?     Yes	Band - 9	
would make your life easier?    Yes	Contracted Labor	.5
O No	<ul><li>Yes</li></ul>	
	O No	

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

salaried or wage, based on pay band. If contractor resources are currently used in this process,

21. If yes, please	list the tools.		
1.			
Automated time	e sheets		
2.			
Centralized lea into CIPPS	ve system that field uni	ts can key directly into	and then download
3.			
4.			
5.			
	time and labor distribution	processes share data, man	ual or automated, with
other systems or	applications?		
O Yes			
<ul><li>No</li></ul>			
23. If yes, please frequency it is rec	identify the process, whethe	er double data entry is requ	uired, and with what
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

<b>24.</b>	Does your Ag		•
•	Yes		
0	No		
	Does your Ag I labor distribu	ency have any seasonal activities that signification?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas ir	list the seasonal activities, such as sumn	ner hires, snow removal, etc., and the
			ner hires, snow removal, etc., and the  Workload Area Impacted
		mpacted.	
	rkload areas ir	mpacted.	
	rkload areas in	mpacted.	
	rkload areas in 1. 2.	mpacted.	

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Record keeping
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Reduction of paper
2.
More accurate records
3.
Easier tracking
4.
More simple data collection
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Paperless system
2.
Tracking of all types of leave
3.
Electronic approvals
4.
Field units having the ability to key their own leave
5.

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

No

31. If you have any other concerns or comments about this functional area, please include them here.

In designing an automated time record and leave recording system, it would be beneficial to have benefits administrators included in the process.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
100 %
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
49
Highest Total
49
Month Highest Total Occurred
March 2005

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
100 %
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
Yes
O No

7. If yes, please indicate which of the following you use						
	shift differentials					
	on-call pay					
	emergency pay					
~	per diem					
~	special rates					
~	temporary pay					
~	military pay					
	bonuses					
Othe	Other					
8. Does your Agency manage time and labor distribution at multiple work locations?						
	O Yes					
•	No     No					
9. If	9. If yes, please identify what process each location manages. Check all that apply.					
		Local	Regional/Dist	Central		
Т	ime Collection					
	Time Entry					
Lat	oor Distribution					
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?						
0	Yes					
•	No					

11. If yes, please identify the name and nature of the organization.					
12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?					
O Yes	O Yes				
No	<ul><li>No</li></ul>				
13. If yes, please list Agency and service fee.					
	Agency	Service Fee			
1.					
2.					
3.					
4.					
5.					
14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?					
O Yes					
No					

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				
15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
16. If you would like us to contact you for more information, please check follow up.				
Follow Up	ke us to contact you		, piease check	Tollow up.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2	1.0		
Band - 3	.1		
Band - 4			
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?		
Yes			
O No			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

21. If yes, please	list the tools.		
1.			
Chronos Timek	keeping System		
2.			
3.			
4.			
5.			
22. Do any of the other systems or	time and labor distribution լ applications?	processes share data, man	ual or automated, with
O Yes			
No			
23. If yes, please frequency it is rec	identify the process, whethe	er double data entry is requ	ired, and with what
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
	1	İ	İ

24.	24. Does your Agency systematically interface with CIPPS?			
•	Yes			
0	No			
	Does your Ag labor distribu	ency have any seasonal activities that sig tion?	gnificantly impact your workload in time	
•	Yes			
0	No			
	lf yes, please kload areas ir	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the	
		Activity	Workload Area Impacted	

	Activity	Workload Area Impacted
1.	Summer School hires	Deaf, Blind, Student Life, and Nursing Departments
2.	Snow removal	Maintenance/Grounds Departments
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Verified prior to data input
2.
Supervisor/manager approval required
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for
time and labor distribution.
time and labor distribution.
time and labor distribution.  1.
1. Manually intensive
time and labor distribution.  1.  Manually intensive  2.
<ul> <li>time and labor distribution.</li> <li>1.</li> <li>Manually intensive</li> <li>2.</li> <li>Timekeeping system which interfaces with payroll system</li> </ul>
<ul> <li>time and labor distribution.</li> <li>1.</li> <li>Manually intensive</li> <li>2.</li> <li>Timekeeping system which interfaces with payroll system</li> </ul>
1. Manually intensive 2. Timekeeping system which interfaces with payroll system 3.
1. Manually intensive 2. Timekeeping system which interfaces with payroll system 3.
1.  Manually intensive 2.  Timekeeping system which interfaces with payroll system 3.  4.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Time clocks that interface with computer system
2.
Opportunity to verify/review data before data submission
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
Fair Labor Standards Act
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
266 as of 3/31/05 payrollll
Highest Total
266
Month Highest Total Occurred
April 2005

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
155.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please indicate which of the following you use					
shift differentials					
on-call pay	✓ on-call pay				
☐ emergency p	emergency pay				
☐ per diem					
☐ special rates					
temporary pa	ay				
☐ military pay					
✓ bonuses					
Other					
	ncy manage time and labor	distribution at multiple work	k locations?		
Yes					
O No					
9 If ves please id	dentify what process each lo	ocation manages. Check al	I that apply		
	Local	Regional/Dist	Central		
Time Collection	<u> </u>	✓	<b>✓</b>		
Time Entry		<u> </u>			
Labor Distribution					
10. Doos your Agoney have an alternative organization (e.g., convice bureau, other agency) to					
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?					
<ul><li>Yes</li></ul>					
O No					

DOA Payroll Services Bureau			
	Does your Ag ncies?	ency maintain or process timekeeping or	labor distribution data for other state
0	Yes		
•	No		
13.	If yes, please	list Agency and service fee.	
		Agency	Service Fee
	1.		
	2.		
	3.		
	4.		
	5.		
		PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
•	Yes		
0	No		

11. If yes, please identify the name and nature of the organization.

such as Excel, Access, etc., used by your agency that supports this process.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

Application/System Name

Module (if applicable)

Version Maintenance Fees

1. Excel spreadsheet for employee's tracking of time

2. Payline

15. If yes, please list the following information for each application/system, including software

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

3.

4.

5.

Matrix: part 2 of 2			
	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			available
2.			only system available
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

	Do any of your time and labor distribution application or systems interface with other systems pplications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

etc.) In your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
	If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)			
Band - 1				
Band - 2				
Band - 3				
Band - 4				
Band - 5				
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?			
Yes				
O No				

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing,

21. If yes, please	list the tools.		
1.			
Peoplesoft			
2.			
Kronos			
3.			
Oracle			
4.			
5.			
22. Do any of the other systems or a		n processes share data, man	ual or automated, with
O Yes			
No			
23. If yes, please frequency it is req		ther double data entry is requ	ired, and with what
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24.	Does your Ag	ency systematically interface with CIPPS	?
0	Yes		
•	No		
	Does your Ag l labor distribu	ency have any seasonal activities that significant	gnificantly impact your workload in time
•	Yes		
0	No		
	If yes, please kload areas ir	list the seasonal activities, such as sumn mpacted.	ner hires, snow removal, etc., and the
		Activity	Workload Area Impacted
	1.	Tax processing season - large number of shift workers, both wage and contract hired	processing employees on/off payroll, contractor timesheets

2.

3.

4.

5.

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
Leave slips are approved and forwarded for processing electronically
2.
Hourly time sheets are also forwarded electronically
3.
OT/CT payments are forwarded electronically for processing
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
time and labor distribution.
time and labor distribution.  1.
1.  Leave slips and timesheets could be combined
1.  Leave slips and timesheets could be combined
1. Leave slips and timesheets could be combined 2.
1. Leave slips and timesheets could be combined 2.
1. Leave slips and timesheets could be combined 2. 3.
1. Leave slips and timesheets could be combined 2. 3.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
Integration of employee time record with payroll - one-stop reporting instead of need for keying by HR or payroll person
2.
Ability to automatically update time and labor info to payroll
3.
Ease of use in forecasting payroll costs
4.
Ability to track time in relation to projects
5.
Link to financial management system
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
385
Highest Total
407
Month Highest Total Occurred
June

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If	yes, please ir	dicate which of the following	ng you use	
	shift different	ials		
✓	on-call pay			
	emergency p	ay		
	per diem			
~	special rates			
~	temporary pa	ay		
~	military pay			
✓	bonuses			
Othe	er			
		ncy manage time and labor	distribution at multiple wor	k locations?
•	Yes			
0	No			
9. If	ves. please id	lentify what process each lo	ocation manages. Check a	ll that apply.
	· · ·	Local	Regional/Dist	Central
	Fime Collection	✓		
	Time Entry			✓
La	bor Distribution			✓
		ency have an alternative or ess your timekeeping files		reau, other agency) to
0	Yes			

	Does your Agencies?	ency maintain or process timekeeping or	labor distribution data for other state
•	Yes		
0	No		
13.	If yes, please	list Agency and service fee.	
		Agency	Service Fee
	1.	Va Tobacco Settlement Foundation	\$ 65,000
	2.		
	3.		
	4.		
	5.		
		PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
•	Yes		
0	No		

11. If yes, please identify the name and nature of the organization.

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	VDH F&A System/Oracle datebase)	Time and Effort	4.12.6	\$ 0
2.				
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2			
	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.	\$ 0	\$ 0	\$ 0
2.			
3.			
4.			
5.			

16.	If you would like us to contact you for more information, please check follow up.
~	Follow Up

	Do any of your time and labor distribution application or systems interface with other systems pplications?
•	Yes
0	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.	CIPPS pay per employee	Time & Effort Module	24
2.	CARS personnel costs per grant	Time & Effort Module	12
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
	If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)			
Band - 1				
Band - 2				
Band - 3				
Band - 4				
Band - 5				
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
20. Do vou know	of any time and labor distribution to all that you are assumently not using that			
would make your	of any time and labor distribution tools that you are currently not using that life easier?			
O Yes				
<ul><li>No</li></ul>				

21. If yes, please	list the tools.		
1.			
2.			
3.			
4	•••••		
4.			
5.			
22. Do any of the other systems or	time and labor distribution papplications?	processes share data, man	ual or automated, with
		processes share data, man	ual or automated, with
other systems or		processes share data, man	ual or automated, with
other systems or  O Yes		processes share data, man	ual or automated, with
<ul><li>other systems or</li><li>Yes</li><li>No</li></ul>	applications?		
<ul><li>O Yes</li><li>O No</li><li>23. If yes, please</li></ul>	applications?		
<ul><li>O Yes</li><li>O No</li><li>23. If yes, please</li></ul>	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is recommendately	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed in the second of the seco	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed as a second	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed at the second at the seco	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what

24.	Does your Ag	ency systematically interface with CIPPS	?
•	Yes		
0	No		
	Does your Ag d labor distribu	ency have any seasonal activities that significant	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please rkload areas in	list the seasonal activities, such as sumn	ner hires, snow removal, etc., and the
			ner hires, snow removal, etc., and the  Workload Area Impacted
		npacted.	
	rkload areas in	npacted.	
	rkload areas in	npacted.	
	rkload areas in 1. 2.	npacted.	

Inexpensive solution because Oracle relational database was already owned
2.
Requires minimum effort by staff reporting time
3.
Changes/modifications can be made quickly/inexpensively in-house
4.
Supervisors and managers may view/enter data and run reports on-line locally
5.
Window's based
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Make the application browser based
2.
Possible development of additional reports to find reasons for unsupported personnel charges to CARS for a particular grant
3.
Pop-up message in ATV recording process that warns personnel charges must be supported by time records when transferring personnel charges to a grant
4.

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1

Window's based

2.

Time worked and distribution of time is entered online prior to payroll being run. The payroll system costs the time to accounting codes based on the input at the time payroll is run.

3.

Real-Time to the maximum extent possible

4.

Local access to needed system information

5.

The HR system interfaces with the payroll system, eliminating double keying

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Yes, Virginia Law requires that we provide a paper earnings notice if employee requests it.

31. If you have any other concerns or comments about this functional area, please include them here.

The service fee charged to the Va Tobacco and Settlement Foundation includes all accounting and administrative costs. The F&A system was selected since it was already in-house, inexpensive, and met a specific need. The frequency notated for reports from the time and effort module is semi-monthly and monthly.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
52 %
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
9
Highest Total
11
Month Highest Total Occurred
December

Daily  Weekly  Bi-weekly
· · · · · · · · · · · · · · · · · · ·
· · · · · · · · · · · · · · · · · · ·
Bi-weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
44 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
32.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
O Yes
No

7. If yes, please in	dicate which of the followir	ng you use	
☐ shift different	ials		
on-call pay	on-call pay		
☐ emergency p	ay		
per diem			
☐ special rates	special rates		
☐ temporary pa	□ temporary pay		
☐ military pay			
bonuses			
Other			
	ncy manage time and labor	distribution at multiple work	c locations?
O Yes			
No			
9 If yes please id	entify what process each lo	ocation manages. Check al	I that apply
or if yee, predee it.	Local	Regional/Dist	Central
	Local	Regional/Dist	Certual
Time Collection			
Time Entry			
Labor Distribution			
	ency have an alternative or ess your timekeeping files	ganization (e.g., service bui ?	reau, other agency) to
O Yes			
<ul><li>No</li></ul>			

11. If yes, please identify the name and nature of the organization.		
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
14. Excluding CIF the timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
Yes		
O No		

such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 1 of 2 Module (if applicable) Application/System Version Maintenance Fees Name 1. Time & Effort from the F& A System 2. 3. 4. 5. 15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 2 of 2 **Employee Training Costs Contractor Support Costs** Why was the system selected? 1. Required use by VDH 2. 3. 4. 5. 16. If you would like us to contact you for more information, please check follow up. Follow Up

15. If yes, please list the following information for each application/system, including software

	Do any of your time and labor distribution application or systems interface with other systems applications?
0	Yes
•	No

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.		
	contractor is not dedicated full time to this process, please add up the mployee time to reach an FTE total by pay band.	
	FTE Count (include tenths)	
Band - 1		
Band - 2		
Band - 3		
Band - 4		
Band - 5		
Band - 6		
Band - 7		
Band - 8		
Band - 9		
Contracted Labor	.3	
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?	
O Yes		
<ul><li>No</li></ul>		

21. l	f yes, please	list the tools.		
1.				
2.				
3.				
4.				
5.				
O.				
		time and labor distribution papplications?	processes share data, man	ual or automated, with
0	Yes			
•	No			
	f yes, please uency it is red	identify the process, whethe	er double data entry is requ	ired, and with what
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
	5.			

•	Yes		
0	No		
	Does your Ag l labor distribu	ency have any seasonal activities that sign tion?	gnificantly impact your workload in time
0	Yes		
•	No		
	If yes, please kload areas in	list the seasonal activities, such as sumn	ner hires, snow removal, etc., and the
			ner hires, snow removal, etc., and the  Workload Area Impacted
		npacted.	
	kload areas in	npacted.	
	kload areas in	npacted.	
	kload areas in 1. 2.	npacted.	

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Need a more user friendly T&E system
2.
Need to capture T&E monthly versus quarterly for ALL staff
3.
Need information and reports by program code by individual
4.
Need to expand the number of business codes to capture all employee's activities
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
2.
3.
4
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
Do not know
31. If you have any other concerns or comments about this functional area, please include them here.
The survey completed based on changing the word Agency to District in all questions.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
90 %
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
287
Highest Total
Month Highest Total Occurred

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
Semi-monthly
100 %
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes,	7. If yes, please indicate which of the following you use				
☐ shift	shift differentials				
on-c	on-call pay				
□ eme	rgency pay				
□ per o	diem				
<b>✓</b> spec	cial rates				
✓ temp	oorary pay				
<b>✓</b> milita	ary pay				
<b>✓</b> bonu	ises				
Other					
	-				
	our Agency man	age time and labor	r distribution at multiple work	clocations?	
Yes					
O No					
9. If yes,	olease identify w	hat process each l	ocation manages. Check al	I that apply.	
		Local	Regional/Dist	Central	
Time C	ollection	✓			
Tir	me Entry	•			
Labor Dis	stribution	✓			
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?					
O Yes					
<ul><li>No</li></ul>					

11. If yes, please identify the name and nature of the organization.			
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state	
O Yes			
No			
13. If yes, please	list Agency and service fee.		
	Agency	Service Fee	
1.			
2.			
3.			
4.			
5.			
14. Excluding CIF the timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of	
Yes			
O No			

such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information. Matrix: part 1 of 2 Application/System Module (if applicable) Version Maintenance Fees Name **ACCESS** \$0 1. 2. **EXCEL** \$0 **KRONOS** 

15. If yes, please list the following information for each application/system, including software

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

4.

5.

Matrix: part 2 of 2				
	Employee Training Costs	Contractor Support Costs	Why was the system selected?	
1.				
2.				
3.				
4.				
5.				

16. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

17. Do any of your time and labor distribution application or systems interface with other systems or applications?			
0	Yes		
•	No		

18. If yes, please decribe below.				
	Data Reported	Recipient	Frequency	
1.				
2.				
3.				
4.				
5.				

salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1	2,623.5		
Band - 2			
Band - 3			
Band - 4			
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
00.0			
would make your	of any time and labor distribution tools that you are currently not using that life easier?		
Yes			
O No			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether

21. If yes, please	list the tools.			
1.				
HRIS such as 0	Oracle, SAP, Peoplesof	t, etc.		
2.				
3.				
4.				
5.				
22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?				
other systems or	applications?			
other systems or a	applications?			
	applications?			
O Yes	applications?			
O Yes  No	identify the process, whether	er double data entry is requ		
O Yes O No  23. If yes, please	identify the process, whether	er double data entry is requ Requires Double Entry		
O Yes O No  23. If yes, please	identify the process, whethe		ired, and with what	
O Yes O No  23. If yes, please frequency it is recommendately	identify the process, whethe		ired, and with what	
O Yes O No  23. If yes, please frequency it is reconstant.	identify the process, whethe		ired, and with what	
O Yes O No  23. If yes, please frequency it is reconstant.	identify the process, whethe		ired, and with what	

	24. Does your Agency systematically interface with CIPPS?				
0	Yes				
•	No				
	Does your Ag labor distribu	ency have any seasonal activities that sign	gnificantly impact your workload in time		
0	Yes				
•	No				
	26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.				
			ner hires, snow removal, etc., and the		
			ner hires, snow removal, etc., and the  Workload Area Impacted		
		npacted.			
	kload areas in	npacted.			
	kload areas in	npacted.			
	kload areas in 1. 2.	npacted.			

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Need agency-wide leave/timekeeping system
2.
Need staff time to better train timekeepers
3.
Need staff time for system audits
4.
Need integrated HRIS
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
HRIS with timekeeping/leave component
2.
Electronic process tied to payroll processing
3.
Electronic supervision/employee approval for non-exempt timekeeping
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
No.

31. If you have any other concerns or comments about this functional area, please include them here.

Re Question number #21: Alternate law enforcement non-exempt work period of 160 hours impacts timekeeping to a significant degree.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
19
Highest Total
19
Month Highest Total Occurred
19

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
Bi-weekly
100 %
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
%
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
1.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7. If yes, please indicate which of the following you use					
☐ shift differen	shift differentials				
☐ on-call pay	on-call pay				
☐ emergency	emergency pay				
☐ per diem	per diem				
☐ special rates	special rates				
☐ temporary p	ay				
☐ military pay					
□ bonuses					
Other					
0					
	ency manage time and labor	distribution at multiple work	clocations?		
O Yes					
No					
9. If ves, please i	dentify what process each lo	ocation manages. Check al	l that apply.		
	Local	Regional/Dist	Central		
Time Collection					
Time Entry					
Labor Distribution					
10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?					
O Yes	O Yes				
<ul><li>No</li></ul>					

11. If yes, please identify the name and nature of the organization.			
12. Does your Acagencies?	gency maintain or process timekeeping or	labor distribution data for other state	
O Yes			
No			
13. If yes, please	list Agency and service fee.		
	Agency	Service Fee	
1.			
2.			
3.			
4.			
5.			
	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of	
O Yes			
No			

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance Fees	
1.					
2.					
3.					
4.					
5.					
such as Excel, Ac If you have more question and we	15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2					
	Employee Training C	Costs Contractor S	upport Costs	Why was the system selected?	
1.					
2.					
3.					
4.					
5.					
16. If you would li	ke us to contact you	for more information	nloase ebeek	r follow up	
Follow Up	ke us to contact you		, piease check	Tollow up.	

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.

17. Do any of your time and labor distribution application or systems interface with other systems or applications?			
0	Yes		
•	No		

18. If yes, please decribe below.				
	Data Reported	Recipient	Frequency	
1.				
2.				
3.				
4.				
5.				

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
	FTE Count (include tenths)			
Band - 1				
Band - 2				
Band - 3				
Band - 4	.7			
Band - 5				
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
20. Do you know would make your	of any time and labor distribution tools that you are currently not using that life easier?			
O Yes				
No				

21. If yes, please	list the tools.		
1.			
2.			
3.			
4	•••••		
4.			
5.			
22. Do any of the other systems or	time and labor distribution papplications?	processes share data, man	ual or automated, with
		processes share data, man	ual or automated, with
other systems or		processes share data, man	ual or automated, with
other systems or  O Yes		processes share data, man	ual or automated, with
<ul><li>other systems or</li><li>Yes</li><li>No</li></ul>	applications?		
<ul><li>O Yes</li><li>O No</li><li>23. If yes, please</li></ul>	applications?		
<ul><li>O Yes</li><li>O No</li><li>23. If yes, please</li></ul>	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is recommendately	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed in the second of the seco	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed as a second	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what
O Yes O No  23. If yes, please frequency it is reconstructed at the second at the seco	applications?  identify the process, whethe quired.	er double data entry is requ	ired, and with what

	Dood you. Ag	lency systematically interface with CIPPS	·
•	Yes		
0	No		
	Does your Ag labor distribu	ency have any seasonal activities that significant	gnificantly impact your workload in time
0	Yes		
•	No		
	lf yes, please kload areas ir	list the seasonal activities, such as sumn npacted.	ner hires, snow removal, etc., and the
			ner hires, snow removal, etc., and the  Workload Area Impacted
		mpacted.	
	kload areas ir	mpacted.	
	kload areas ir	mpacted.	
	kload areas in 1. 2.	mpacted.	

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
All divisions report to one focal point
2.
Ease of operation
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
None
2.
3.
4.
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
fair
2.
impartial
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
N/A
31. If you have any other concerns or comments about this functional area, please include them here.
N/A

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?
Daily
Weekly
100 %
Bi-weekly
Semi-monthly
Monthly
2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?
Current Total
197
Highest Total
209
Month Highest Total Occurred
July

3. What percentage of these wage employees report work hours on the following frequencies?
Daily
Weekly
100 %
Bi-weekly
Semi-monthly
Monthly
4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?
Percentage (%)
100 %
5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?
.00
6. Does your Agency have specific timekeeping procedures or internal pay processes?
● Yes
O No

7 If year mlasses				
	. If yes, please indicate which of the following you use			
shift differer	shift differentials			
on-call pay	✓ on-call pay			
□ emergency	pay			
✓ per diem				
special rate	3			
▼ temporary p	ay			
military pay				
Other				
Leave Share	Death Pay, Layoff Pay, \	VSDP Pav. Workers' Co	omp	
			Р	
8 Does your Age	ency manage time and labor	distribution at multiple worl	clocations?	
	8. Does your Agency manage time and labor distribution at multiple work locations?			
O No	O No			
9. If yes, please	dentify what process each lo	ocation manages. Check al	I that apply.	
	Local	Regional/Dist	Central	
Time Collection	✓	✓	~	
Time Entry	✓	<b>✓</b>	<b>&gt;</b>	
Labor Distribution	Labor Distribution    Labor Distribution			
	gency have an alternative or		reau, other agency) to	
maintain and pro	cess your timekeeping files	?		
O Yes				
No				

11. If yes, please identify the name and nature of the organization.		
12. Does your Agagencies?	ency maintain or process timekeeping or	labor distribution data for other state
O Yes		
No		
13. If yes, please	list Agency and service fee.	
	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		
14. Excluding CIF the timekeeping a	PPS, does your Agency utilize any applica and labor distribution processes?	ations or systems to manage any part of
Yes		
O No		

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Home Grown OT + Wage	Mapper/Unisys	8R2.E4	\$ 0
2.				
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2			
	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.	\$ 0	\$ 0	Not sure- Unisys platform has been historically utilized by VSP and other law enforcement agencies. Development of the wage and OT systems was contracted out in the 1980's
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.
☐ Follow Up
17. Do any of your time and labor distribution application or systems interface with other systems or applications?
O Yes
<ul><li>No</li></ul>

18. If yes, please decribe below.			
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
	FTE Count (include tenths)			
Band - 1				
Band - 2	21.0			
Band - 3	4.0			
Band - 4				
Band - 5				
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?				
Yes				
O No				

21. If yes, please	list the tools.				
1.					
Oracle Time & Labor Module					
2.					
KRONOS					
3.					
4.					
5.					
22. Do any of the other systems or	e time and labor distribution ր applications?	orocesses share data, man	ual or automated, with		
O Yes					
<ul><li>No</li></ul>					
O NO					
9 140					
	identify the process, whethe	er double data entry is requ	ired, and with what		
23. If yes, please		er double data entry is requ Requires Double Entry	ired, and with what  Frequency		
23. If yes, please	quired.				
23. If yes, please frequency it is rec	quired.				
23. If yes, please frequency it is rec	quired.				
23. If yes, please frequency it is red  1.	quired.				
23. If yes, please frequency it is reconstructed.  1. 2. 3.	quired.				

24.	24. Does your Agency systematically interface with CIPPS?		
0	Yes		
•	No		
	Does your Agency have any seasonal activities that significantly impact your workload in time labor distribution?		

## 26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Inclement weather	Personnel/Payroll
2.	Grounds workers	Personnel/Payroll
3.	Trooper Schools	Personnel/Payroll
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.
1.
No clear strengths
2.
3.
4.
5.
28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.
1.
Integration with payroll
2.
Better workflow
3.
Report Writer capability
4.
Overtime system needs revamping
5.

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.
1.
One time entry
2.
Integrated applications - personnel, payroll, leave and billing
3.
4.
5.
30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
OMB Federal Grant Requirements State CAPP Manual
31. If you have any other concerns or comments about this functional area, please include them here.
None